RHK Education

Health and Safety Policy

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Statement of intent

At RHK Education, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the provision's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our centre.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

1. Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Education (Independent School Standards) Regulations 2014
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2021) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- HSE (2024) 'Sensible health and safety management in schools'
- UK Health Security Agency (2024) 'Health protection in children and young people settings, including education'

This policy operates in conjunction with the following school policies:

- COSHH Policy/Risk Assessments
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Infection Control Policy
- Risk Assessment Policy
- Educational Trips and Visits Policy
- Lone Working Policy
- Adverse Weather Policy
- Invocation, Lockdown and Evacuation Policy and Procedures
- Fire Risk Assessment
- Administering Medication Policy

2. Roles and responsibilities

The managing director in conjunction with the Quality Consultant will:

- Ensure they provide a safe place for all users of the site including staff, pupils and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure whole-centre familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the centre.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy and ensure any necessary changes are made annually.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the centre has secured safe means of entry and exit for all site users.
- Ensure the centre can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.

The head of centre will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness annually.
- Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.
- Designate a competent person who will be responsible for ensuring the school meets its health and safety duties – the competent person will be the health and safety officer.

The health and safety officer will:

- Assist with the creation and implementation of this policy.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the LA and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

Supervisory staff/department heads will:

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the centre's Health and Safety Policy in their department, and for areas of responsibility delegated by the head of centre.
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the directors.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the centre can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the centre.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

3. Construction and maintenance of the premises

When undertaking construction or maintenance work, the centre will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means:

- The carrying out of any building, civil engineering or engineering construction work and includes:
- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure;
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- The installation, commission, maintenance, repair or removal or mechanical, electrical, gas, compressed, air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The head of centre will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The head of centre will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The head of centre will also ensure that:

- The principal designer and principal contractor are provided with a ‘client brief/CDM pre-construction information’ at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
  - What the centre wants built or maintained
  - The site and existing structures
  - Information about hazards, such as asbestos
  - Timescales and budget for the build
  - How the centre expects the project to be managed
  - CDM appointments of principal contractor/principal designer
  - Welfare arrangements
  - Details of the nearest A&E department
- The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the centre manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.

- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the head of centre, kept up-to-date by the health and safety officer, and is made available to anyone who needs to alter or maintain the building.

The head of centre will hold fortnightly progress meetings with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

4. Training

RHK Education will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the centre.

The head of centre will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials. The head of centre will also ensure that there is an appropriate number of first-aid trained staff members working within in each classroom.

Staff members will be provided with regular training opportunities and have access to support where needed. Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of the provision. Staff will be trained on how to assess risks specific to their role.

The health and safety officer will ensure staff know how to meet their duties outline in this policy. Where relevant to their role, staff will receive specific training in:

- Using industrial machinery.
- Managing asbestos.
- Having responsibility for the storage and accountability for potentially hazardous materials.

5. First aid

The centre will act in accordance with the First Aid Policy at all times. The centre will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.

The following staff members are trained first-aiders:

R. Knight – Head of Centre

K. Miller-Michaels – Tutor

First aid boxes are located as follows, and the named staff members are responsible for their secure storage and use:

Location	Responsible staff member
Reception	R Knight
Kitchen	R Knight
Classroom	K. Miller-Michaels

6. Contacting the emergency services

The head of centre will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using two-way radios.

Where an ambulance is called for a pupil, office staff will contact the pupil's parents. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point – currently, this is the car park. Staff will be aware of any pupils who have specific evacuation needs. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

7. Fire safety

All staff members fully understand and effectively implement the Fire Evacuation Plan.

The head of centre is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

The centre will test evacuation procedures on a termly basis. Firefighting equipment will be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the office. Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in the office.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

8. Accident reporting

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the health and safety officer using the standard Accident Report Form.

The health and safety officer will be responsible for informing the head of centre if the accident is fatal or a ‘major injury’, as outlined by the HSE.

More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

9. Significant accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity. The ‘specified injuries’ which must be reported include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10 percent of the whole body’s surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours

- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

10. Reporting procedures

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the health and safety officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website: http://www.hse.gov.uk/riddor/report.htm. The HSE no longer accepts written accident reports, except for in exceptional circumstances. The school will report all accidents and injuries online where possible using the above web address. Fatal and specified injuries, as outlined in section 9, may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30am to 5pm.

11. Reporting hazards

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to the head of centre as soon as possible. Serious hazards will be reported using the appropriate form available via email.

12. Accident investigation

All accidents, however minor, will be investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The health and safety officer will undertake termly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

13. Our active monitoring system

It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:

- Annual audits, including fire risk assessments and health and safety audits.
- Termly examination of documents to ensure compliance with standards.
- Termly inspection of premises, plants and equipment.
- Half Termly reports and updates to the head of centre.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

14. Sharps

For the purposes of this policy, "**sharps**" is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

are not likely to be found commonly on alternative premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes
- Where an individual within the centre requires injections to manage a health condition
- Where a pupil brings a sharp into the centre
- Where glass is broken within the centre, or broken glass is found on or around the RHK Education premises
- Where drug paraphernalia, e.g. heroin needles, is found on or around the spremises
- In Har and Beauty Lessons

In the context of this policy, offensive weapons are not considered sharps.

Handling and disposing of a sharp

All staff members will receive health and safety training as part of their induction, which will be refreshed. This training will include:

- The safe collection and disposal of sharps.
- Assembling sharps boxes and verifying that they are compliant with the accepted standards.
- The procedure to log incidents and who to inform.
- Immediate action in the event of sharps or needlestick injury.

Where an individual brings a sharp onto the school premises, e.g. a needle to manage a health condition, they will be responsible for its disposal. The use of needles for medication for an individual on the premises will be managed in line with the Administering Medication Policy.

The head of centre will ensure that all pupils are informed that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp.

Where a sharp is found, the nearest staff member will move all pupils away from the area in order to prevent accidental injuries, and will guard the sharp while alerting another staff member to bring the sharps retrieval kit. Sharps retrieval kits will contain:

- Protective gloves.
- A pair of long-stemmed tongs.

- A pincer tool, e.g. tweezers.
- Brush and pan.

- Sharps box for disposal.

Sharps boxes will be marked ‘Danger: Contaminated Sharps’ and ‘Destroy by Incineration’. They will be kept off the floor and out of the reach of pupils. Sharps boxes must not be filled above the designated fill line on the outside of the box. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

The staff member will check the surrounding area carefully to ensure that no other sharps are in the vicinity. Where the sharp cannot be removed immediately, e.g. due to a delay in obtaining the sharps retrieval kit, the nearest staff member will place a cone or box on top of the sharp to prevent anyone from touching or finding it.

The following procedure will be followed in the event that sharps are found on the school premises:

- Stall will wear protective gloves, and will not handle sharps with bare hands.
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- Only one sharp will be handled at a time and, where there are multiple, sharps will be carefully separated using the pair of tongs.
- Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around.
- The appropriate staff, including the head of centre and site manager, will be informed.
- The incident will be recorded, with details of when, where and by whom the sharp was found.
- Sharps will be disposed of quickly and safely into the school’s sharps bin.

Sharps injury

First aid staff will be trained in handling sharps injuries, and will adhere following guidelines in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water
- Wash the wound using water and soap
- Avoid scrubbing the wound while washing
- Avoid sucking the wound
- Dry the wound and cover it with a waterproof dressing
- Seek medical advice

Injuries will be handled in line with the First Aid Policy

15. Invacuation, Bomb Threat, Lockdown and Evacutation

RHK Education will follow the procedure outlined in the Invacuation, Lockdown and Evacuation Policy and Personal Emergency Evacuation Plan in the event of a crisis.

All staff fully understand and effectively implement RHK Education's Bomb Threat Procedures.

In the event of an emergency, the procedures outlined in the Bomb Threat Policy, the Invacuation, Lockdown and Evacuation Policy, the Evacuation Procedure, and the Lockdown Procedure will be followed. All staff are trained in handling bomb threats and have easy access to instructions of the procedure, which can be found in the Bomb Threat Policy.

In the event of an emergency, the procedures outlined in the Bomb Threat Policy, Invacuation, Lockdown and Evacuation Policy, and Lockdown Procedure will be followed. All staff members are trained in handling bomb threats and have easy access to instructions of the procedure, which can be found in the Bomb Threat Policy.

Upon receipt of a bomb threat or a suspicious package, staff members will ask the following types of questions, regardless of the call's source (including if the call is from the police):

- Where is it?
- In which building is it and on what floor?
- What time will the bomb go off?
- What does the bomb look like and what colour is it?
- What type of bomb is it and what type of explosive?
- Who are you?
- Why are you doing this?
- Do you have a code word?

The appropriate evacuation procedure will be followed whether staff members believe the threat to be a hoax or not. Where possible, caller ID or dialling the 1471 service will be used to identify where the call has come from. Staff should note the time of the call and write down exactly what was said by the person calling, as this may be useful for the police. Where possible, recording devices will be used whilst receiving a bomb threat.

The staff member receiving the call will contact the head of centre immediately, who will then alert the police and the LA. The head of centre, with advice from the police and fire service will decide whether or not to evacuate the building.

The centre will follow the procedure outlined in the Personal Emergency Evacuation Plan in the event of a crisis. In the event of a fire, the Fire Evacuation Plan will be implemented.

If an evacuation is deemed necessary, the following procedure will take place:

- All senior staff will be informed of the situation either in person or via the internal computer system, not by the use of radios or mobile phones. The evacuation will then take place as per fire drill procedures, except staff will be instructed to:
- Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned; this room should be sealed with all windows and doors closed).
- Take all essential personal items with them, to avoid unnecessary searching.
- Staff and pupils will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).

- Staff will be positioned at all gates leading into the centre and nobody will be allowed in or out except for emergency personnel.
- Once the police have arrived, staff will await further instruction from the emergency services.

16. Visitors to RHK Education centre

The procedures outlined in the Visitor Policy and the Contractors Policy will be implemented by relevant staff when receiving visitors to the centre

All visitors and contractors will sign into reception. Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting, or escorted to the area of the centre concerned. Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log.

No contractor will carry out work on the centre site without the express permission of the head of centre, other than in an emergency or to make the site safe following theft or vandalism. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the centre.

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

Visitors and contractors will wear a visitor's badge at all times while on centre grounds. Cleaning contractors will wear an easily identifiable uniform or badge at all times.

Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site. Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help by calling 999.

17. Personal protective equipment (PPE)

PPE means all equipment worn, or held, by staff or pupils which is designed to protect them from specified hazards. The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective. PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from. Pupils will report any loss or defects to their class teacher, who will report it to the site manager for repair.

PPE includes laboratory and workshop equipment, such as tool box tools, protective clothing, safety footwear and face masks, PE equipment, ICT equipment, photocopiers and other office equipment, lifting equipment, and respiratory protective equipment. Clothing that is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE, e.g. school uniform.

Thorough risk assessments are carried out by the health and safety officer to determine the suitable PPE to be used for each hazard and these are reviewed on an annual basis.

Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory. Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.

The centre understands its duty to cover the costs of purchase, cleaning and repair for all clothing that is:

- Protective clothing that staff require to fulfil their roles.
- A uniform that employees only wear to work.

The finance office and head of centre will keep a record of all expenses related to PPE and uniform for HR and finance purposes. In accordance with HM Revenue and Customs (HMRC), the centre will pay any tax and national insurance on uniforms and PPE that are not exempt. Using a P11D form, the centre will report the cost of the following to HMRC, unless they are exempt:

- Buying the clothes for employees
- Lending clothes to employees
- Cleaning or repairing clothing

The centre will not report the above to HMRC if it is provided as part of a salary sacrifice arrangement. If the centre follows either of the below procedures, we will not report uniform costs as detailed in section 17 to HMRC:

- Paying a flat rate to employees as part of their earnings – either a benchmark rate or a special (bespoke) rate approved by HMRC
- Paying back the employee's actual costs

18. Any other clothing

If the centre purchases clothing for employees, or lends it to them, we will:

- Report the costs on P11D form.
- Pay Class 1A National Insurance on the value of the benefit.
- If employees purchase clothing that is necessary to complete their role and the centre reimburses them, the centre will:
- Add the value of the benefit to employees' earnings.
- Deduct and pay PAYE tax and Class 1 National Insurance through payroll.

If employees purchase non-durable clothing, e.g. rubber gloves and the centre reimburse them, the centre will:

- Add the value of the benefit to the employees' other earnings.
- Deduct and pay PAYE tax (not Class 1 National Insurance) through payroll.

If employees pay to have clothing cleaned or repaired, the centre will:

- Add the value of the benefit to employees' earnings.
- Deduct and pay PAYE tax and Class 1 National Insurance through payroll.

The value of clothing for tax and reporting will depend on whether the centre has given or lent clothing to employees. If clothing is given to employees, the centre will use the higher of the following to work out the value of clothing for tax and reporting purposes:

- The second-hand value of the clothing when it is given to employees
- The initial cost of the clothing

If clothing is lent to employees, the centre will use the higher of the following to work out the value of clothing for tax and reporting purposes:

- 20 percent of the clothing's market value when first provided to employees
- Any annual rental or hire charges the centre pays for it

19. Maintaining equipment

When not in use, PPE will be properly stored, kept clean, and in good repair. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:

- All electrical appliances
- All fixed gymnasium equipment
- Any workshop equipment, e.g. lathes and kilns
- All fume cupboards

It is the responsibility of the health and safety officer to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements. A health and safety technician should be consulted as necessary.

20. Hazardous materials

RHK Education will act in accordance with the COSHH Policy at all times.

The centre will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. The centre will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the head of centre.

The health and safety officer is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Haz-card – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

The head of centre, in liaison with the health and safety officer, will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed by the head of centre on a termly basis to ensure continued effectiveness, even when they are known to be reliable.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. Storage life will be considered by department leaders. All COSHH and ionising radiations regulations will be adhered to.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation equipment.

No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum. No potentially hazardous materials will be used in lessons without the approval of the health and safety officer. The health and safety officer will ensure staff are appropriately trained to use hazardous materials.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

The head of centre will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school. A termly audit of hazardous materials will be undertaken by the head of centre with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

21. Asbestos management

In accordance with HSE guidance, an asbestos management survey was undertaken prior to RHK Education moving into the building by a United Kingdom Accreditation Service accredited surveying organisation. As a result of the asbestos management survey, no risks were identified. This survey will be undertaken again following any changes of use to a location or prior to any significant building work.

22. Medicine and drugs

The centre's Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to at all times.

The school will obtain notification from parents regarding any medication that pupils are required to take. Only trained staff will administer medication. Staff will receive training in supporting pupils with medical conditions. The school's Administering Medication Policy will be followed at all times. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

23. Smoking

The school is a non-smoking premises and no smoking will be permitted on the grounds.

24. Housekeeping and cleanliness

Contract cleaners will be monitored by the head of centre. The standard required will be clear in the service level agreement held with the contracted cleaners. Special consideration will be given to hygiene areas.

Waste collection services will be monitored by the head of centre. Special consideration will be given to the disposal of laboratory materials and clinical waste.

The head of centre is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state:

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

25. Infection control

The centre actively prevents the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The centre employs good hygiene practices in the following ways:

- Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops will not be used to clean up body fluid spillages; instead, paper towels will be used and discarded properly, following the procedures for clinical waste
- Washing all laundry in a separate dedicated facility and washing any soiled linens separately
- Hygienically bagging any pupils' soiled clothing to go home and never rinsing it by hand
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor

- Providing a secure sharps bin, out of reach of pupils, for the disposal of sharps
- Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the school premises

Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor. All cuts and abrasions will be covered with waterproof dressings.

All staff are subject to an occupational health check before starting employment at the centre.

The centre keeps up-to-date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at centre entry and at the time of any vaccination. The centre encourages parents to have their children immunised.

The centre will ensure that arrangements are in place to minimise any pupil health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in the centre if they are unwell.

Wall-mounted hand sanitiser is available in all toilets and around the school.

Further information concerning our policies and procedures addressing infection control can be found in our Infection Control Policy.

26. Allergens and anaphylaxis

The centre's Allergen and Anaphylaxis Policy is implemented consistently to ensure the safety of those with allergies.

Parents are required to provide RHK Education with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff members are also required to provide the head of centre with a list of their allergies. Information regarding pupils' and staff members' allergies is collated and stored securely.

Under The Human Medicines (Amendment) Regulations 2017, the RHK Education is able to purchase AAI devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working. RHK Education will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

The head of centre and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the centre site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour.

The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law. Further information relating to how the school operates in line with Natasha's Law can be found in the Whole-School Food Policy.

Staff members receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

Further information relating to the centre's policies and procedures addressing allergens and anaphylaxis can be found in the Allergen and Anaphylaxis Policy.

27. Risk assessment

The head of centre has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The health and safety officer will be consulted when risk assessments are being carried out.

Annual risk assessments will be conducted for all areas of the centre. Risk assessments will consider the needs of staff, pupils, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.
- The governing board will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

The centre will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the centre has implemented to control the risk

The health and safety office will ensure risk assessments are completed by staff leading day trips or residential stays.

28. Slips and trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The centre utilises the following procedure:

- Identify the hazards – risk factors considered include:
  - Environmental (floor, steps, slopes, etc.)
  - Contamination (water, food, litter, etc.)
  - Organisational (task, safety, culture, etc.)
  - Footwear
  - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

29. Near Misses

A 'near miss' is an event not causing harm, but has the potential to cause injury or ill health.

If staff members, pupils, contractors or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future.

Reporting will be conducted verbally to the health and safety officer as soon as possible, who will then inform the head of centre as appropriate.

RHK Education will report near misses that constitute as dangerous occurrences to the HSE. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.

All accidents and near misses, however small, will be reported and investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.

After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

30. Security and theft

Policy and procedures to reduce security risks are addressed in the Security Plan.

CCTV systems will be used to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents.

Money will be held in a safe and banked on a weekly basis to ensure large amounts are not held on-site. Money will be counted in an appropriate location, such as the office, and staff should not be placed at risk of robbery.

Staff and pupils are responsible for their personal belongings and the RHK Education accepts no responsibility for loss or damage. Thefts may be reported to the police and staff members are expected to assist police with their investigation.

All members of staff are expected to take reasonable measures to ensure the security of centre equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

The centre will install access control and security measures to ensure the safety of the centre, e.g. security glazing on windows. The centre will ban individuals from the premises if they pose a risk to any member of the provision community. The centre will consider any risks that are posed by their local context, e.g. recent arson attacks.

31. Severe weather

RHK Education will act in accordance with the Adverse Weather Policy at all times.

The head of centre, will make a decision on centra closure due to severe weather on the grounds of health and safety. If a closure takes place, the governing board, local authority and referring schools will be promptly informed.

The head of centre will ensure that all parents and pupils are informed of any centre closures.

The head of centre will make use of the local radio station to notify parents of closures first thing in a morning.

32. School trips and visits

Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the centre's Educational Trips and Visits Policy.

33. Manual handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner. In order to manage these risks, we have adopted policies and procedures. Further information concerning the safe management of manual handling can be found in the Manual Handling Policy.

34. Working at heights

Policy and procedures concerning employees working at heights are addressed in the Working at Heights Policy. Staff members are required to sign statements confirming that they have received, read and understood the policy, prior to being allowed to work at heights.

35. Lone working

Policy and procedures concerning employees' lone working are addressed in the Lone Working Policy. Staff members are required to sign statements confirming that they have received, read and understood the relevant policies, prior to being allowed to undertake lone working.

36. Stress management

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible. All staff wellbeing matters are managed in line with the Staff Wellbeing Policy.

37. Display Screen equipment

Display screen assessments will be carried out by the health and safety officer for teaching staff and administrative staff who regularly use laptops or desktops computers. Further policy and procedures concerning display equipment are addressed in the Display Screen Equipment (DSE) Policy.

38. Monitoring and review

The effectiveness of this policy will be monitored continually by the Quality Consultant, the head of centre and the governing board. Any necessary amendments may be made immediately.

The next scheduled review date for this policy is August 2026.

The centre will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.

Appendix 1

Slips and trips around the classroom		
Questions to consider	**Yes/No**	**Further action**

Is the flooring in good condition?		
Are changes in the floor level, if any, clearly highlighted?		
Are changes in the type of flooring, if any, clearly highlighted?		
Are gangways between desks kept clear?		
Are trailing electrical leads and cables prevented wherever possible?		
Is the lighting bright enough to allow safe access, exit, and movement around the classroom?		
Are procedures in place to manage spillages that pose a safety risk, e.g. water?		
[Standalone classrooms with outdoor access only.] Are access steps and/or ramps properly maintained?		
[Standalone classrooms with outdoor access only.] Are access steps and/or ramps provided with handrails?		
Falls when working at height		
Questions to consider	**Yes/No**	**Further action**
Are staff and contractors working at height provided with appropriate training and information before undertaking work?		
Is an ‘elephant-foot’ stepstool or stepladder available for use where necessary?		
Is a window-opener provided for opening high-level windows?		
Furniture and fixtures		
Questions to consider	**Yes/No**	**Further action**
Are permanent fixtures, e.g. display boards, cupboards and shelving, in		

good condition and securely fastened?		
Is the furniture in good condition?		
Is the furniture suitable for the size of the user, e.g. based on the age of pupils using it?		
Where window restrictors are fitted to upper-floor windows, are they in good working order?		
Are hot surfaces, e.g. radiators, protected, where necessary, to prevent the risk of burns, particularly where in proximity to vulnerable pupils or younger children?		
Manual handling		
Questions to consider	**Yes/No**	**Further action**
Have trolleys been provided for moving heavy objects, e.g. computer monitors?		
Is portable equipment secured stably, e.g. are TV sets on suitable trolleys?		
Using computers and screens		
Questions to consider	**Yes/No**	**Further action**
If you use computers as part of your job, has a workstation assessment been completed?		
Have pupils been advised about good practice when using computers?		
Have screens being viewed by pupils, e.g. interactive whiteboards, been optimised to be as visually-friendly as possible?		
Electrical equipment and services		
Questions to consider	**Yes/No**	**Further action**
Are fixed electrical switches and plug sockets in good condition?		

Are all plugs and cables in good condition?		
Has portable electrical equipment been visually checked prior to use?		
Has portable electrical equipment been PAT-tested at suitable intervals, where necessary, to ensure that it is safe to use? **[A sticker on the equipment may show the date of its previous PAT test.]**		
Has damaged electrical equipment been taken out of service or replaced?		
Managing asbestos		
Questions to consider	**Yes/No**	**Further action**
If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?		
Have you been provided with guidance on securing pieces of work to classroom walls or ceilings that may contain asbestos?		
Fire safety		
Questions to consider	**Yes/No**	**Further action**
Are fire exit doors in the classroom, if any, kept unobstructed?		
Are fire exit doors in the classroom, if any, kept unlocked?		
Are fire exit doors in the classroom, if any, easy to open from the inside?		
Is firefighting equipment in place in the classroom?		
Are fire evacuation procedures clearly displayed?		
Have you been made aware of the evacuation drill, including arrangements for any vulnerable individuals?		

Have pupils been made aware of the evacuation drill?		

Workplace ventilation and heating		
Questions to consider	**Yes/No**	**Further action**
Does the room have adequate natural ventilation?		
Can a reasonable room temperature be maintained in the classroom during hot weather, e.g. through air conditioning, fans or open windows?		
Can a reasonable room temperature be maintained in the classroom during cold weather, e.g. through heating and insultation?		
Are measures in place to protect from glare and heat from the sun, e.g. blinds?		

Additional risks		
Questions to consider	**Yes/No**	**Further action**
Are you aware of first aid procedures, and/or aware of how to contact the designated first aider?		
Are procedures in place to deal with spillages that pose a health risk, e.g. blood from cuts?		
[Add any additional risks present in your classroom or school.]		

Details of check **[Provide your details after completing the check.]**	
Name	
Job role	
Location of classroom	
Signature	

Date	

Further action taken [Add details of any further action taken to mitigate risks identified during the check. An example has been provided.]		
Details of hazard	**Action taken and person responsible**	**Date completed**
Some of the chairs for pupils in the classroom were found to be in poor condition.	The teacher highlighted the issue to the caretaker, who removed the chairs from the classroom. The caretaker temporarily replaced the chairs with spare chairs from other classrooms. The SBM ordered more chairs from the supplier.	Date