



REIGATE GRAMMAR SCHOOL VIETNAM

Health and Safety Appendices

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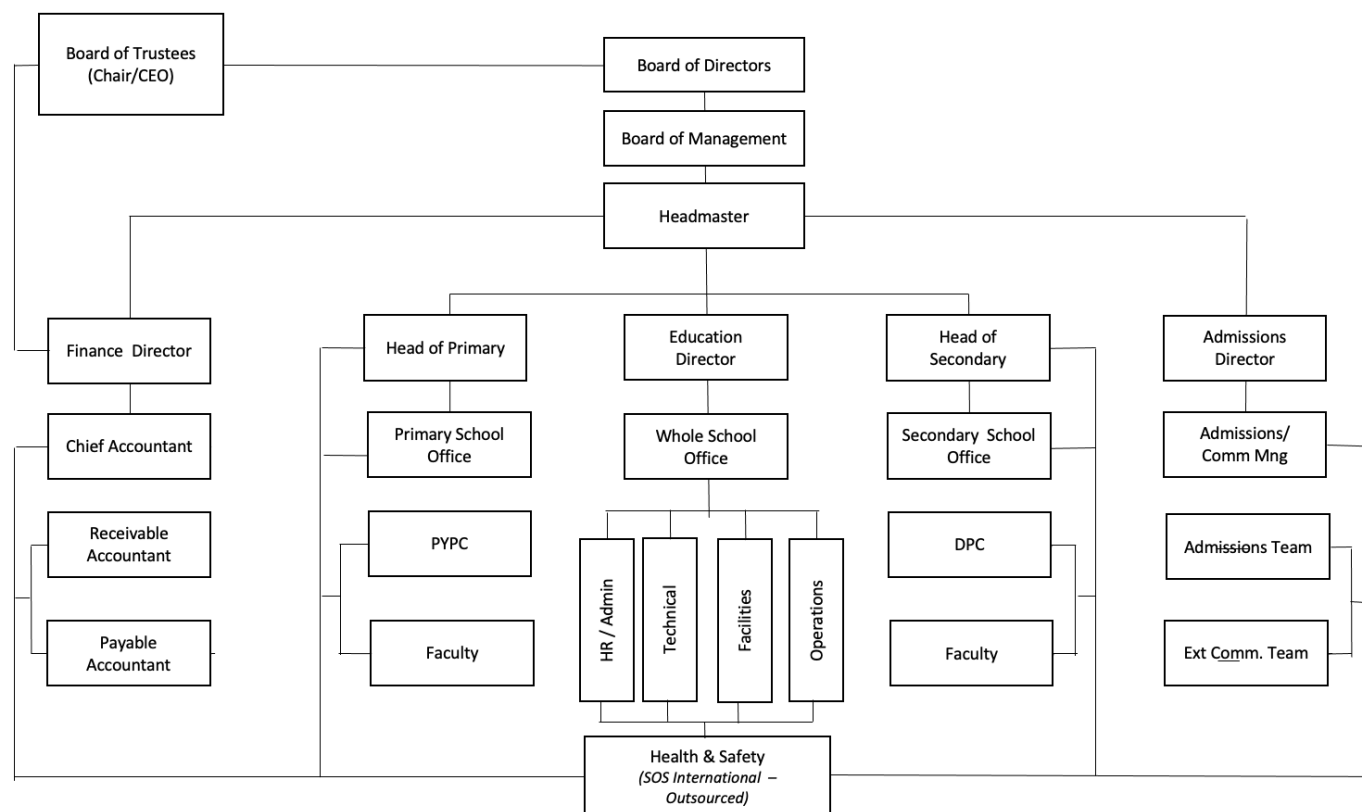
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Appendix I: Health and Safety Responsibilities and Structure

The organisation chart on the following page explains the structure of responsibilities regarding health and safety arrangements at Reigate Grammar School Vietnam. The Senior Leadership Team (SLT) consists of the Headmaster, Education Director, Heads of section. All are involved in major decision making and planning across all areas of the school. Staff are welcome to approach any of the above Senior Staff regarding health and safety management and procedures.

The Chair, as the employer, has the ultimate responsibility for ensuring, so far as is reasonably practicable, the health, safety and welfare of Reigate Grammar School Vietnam staff and pupils, and ensuring that those not in the employment of the school (visitors, contractors etc.) are not harmed by the school environment or its activities. As such the Chair ensures that adequate financial resources are available to ensure effective health and safety arrangements can be implemented and personnel are appointed, or contracted with, to carry out specific responsibilities. The Chair will also make provision to ensure that the health and safety management system is regularly audited.

The Headmaster has the delegated responsibility for the health, safety and welfare of all members of the school community and pupils. Specific responsibilities are delegated to the Heads of section. The CEO has the delegated responsibility for the health, safety and welfare of all support staff and for the provision of a safe working environment, advising the Chair and Headmaster about required adequate resources for the successful management of health and safety arrangements. Day to day responsibilities for specific health and safety arrangements are delegated to certain support department managers. The School has a Health and Safety Committee who meet every semester to discuss and progress health and safety matters.



Appendix 2: Utilities (Electrical Safety)

Decree No. 51/2020/ND-CP of the Government: Amending and supplementing a number of articles of the Government's Decree No. 14/2014/ND-CP dated February 26, 2014 detailing the implementation of the Electricity Law electrical safety force

Circular 05/2021/TT-BCT Circular detailing some contents on electrical safety

Circular 39/2020/TT-BCT Circular promulgating national technical regulations on electrical safety

Circular 33/2015/TT-BCT Circular Regulations on technical safety inspection of electrical equipment and tools

Definitions

Portable electrical equipment:

- Any electrical equipment that utilises a 13Amp plug
- **Group “A”** - Hand held or operated whilst connected to the supply.
- **Group “B”** - All other items connected via 13Amp plug but excluding Group “C & D”.
- **Group “C”** - Business Equipment.
- **Group “D”** - Low Voltage Equipment e.g., below 50 volts.

Fixed electrical equipment

Any electrical equipment that is permanently wired into the mains supply.

Business Equipment

Any electrical equipment used within a classroom or office environment, (e.g. Computers, FAX, Telephones, Modems, Answer M/C, Scanners, Printers, Photocopiers etc,) which are connected to 240-volt mains services and not frequently moved.

Low Voltage Equipment

Any electrical equipment that operates via a low voltage supply, including plug-in transformer units, (e.g., below 50 volts).

Electrical Installation

All electrical services must comply with the current requirements as detailed in the Installation of electric equipment in dwellings and public buildings - Design standard TCVN 9206:2012, TCVN 9207:2012 . All fixed equipment must also be installed in accordance with the IEC Regulations by a competent and suitably qualified person.

Under no circumstances must any changes be made to the fixed electrical installation, whether permanent or temporary, without proper authorisation from the operation manager, who will arrange for any necessary work to be undertaken on behalf of the school.

Equipment

Most of the electrical equipment used within the school will be of the normal domestic or commercial pattern. As such it will comply with the **TCVN 5699-2 (IEC 60335-2)** therefore, be safe in normal use.

Staff responsible for the acquisition and purchase of electrical equipment for use within the school must ensure that all electrical equipment purchased for school use meets the applicable Vietnamese Standard or some other nationally recognised standard before completing the purchase arrangements.

Privately owned electrical equipment may only be used on school premises with written authority from your Line Manager. All such equipment and any electrical equipment made for a special purpose must be tested for electrical safety by a nominated school competent person before it is first used, contact the facilities Manager for further advice.

Fixed electrical equipment must be regularly inspected and tested in accordance with state regulations and the results of these tests are recorded in a register designated for that purpose.

Maintenance of Flexible Leads and Plugs

Defective plugs, sockets, leads and other accessories cause more electrical accidents than the appliances with which they are used. Such defects may for example result in external metalwork of an appliance, which is normally earthed and safe to handle, becoming live at a dangerous voltage.

Flexible leads, plugs and sockets will deteriorate in service, so regular maintenance is essential to ensure user safety. Routine inspections should be made by someone who can recognise faults and defects which should then be repaired by an electrician or other competent person.

Residual Current Devices

Residual current devices (RCDs), otherwise known as earth-leakage breakers (ELC's), are fitted to some items of equipment and in most laboratory areas. Every RCD unit has a test button, and this should be used routinely to check the operation of the RCD and to free the mechanism of any friction. It is recommended that all RCDs in regular use are tested in this way at least every month and those which are fitted to high-risk equipment, such as water cleaners, are tested each time the equipment is used.

Appendix 3: Hazardous Substances – General guidance on the use of

Hazardous substances can include liquids, powders, fumes, solids, gases, vapours, dusts and living organisms. They can be toxic, irritant, explosive, reactive, allergenic, corrosive, flammable, infective and carcinogenic. Routes of contamination can be inhalation, ingestion, absorption, and direct entry.

Hazard warning symbols:



Explosives



Flammable



Oxidising



Gases under pressure



Corrosive



Toxic



**Harmful/irritant
skin sensitiser**



**Carcinogen/germ
cell mutagen/
reproductive toxin**



**Hazardous to the
aquatic
environment**

Responsibilities

All Heads of Department are to:

1. Compile a register of all hazardous substances used in their areas of responsibility.
2. Obtain the material safety data sheet for each substance, and ensure that the most up to date copy is always available (in Science this may be CLEAPSS information)
3. Complete a Hazardous Substances risk assessment in accordance with the risk assessment policy and procedures, but using the specific template provided within this document.
4. Communicate the findings of the risk assessment to relevant staff, to advise staff of the hazards.
5. Ensure all safety control measures are followed for the use of the relevant hazardous substances.
6. Review the Hazardous Substances risk assessments annually or sooner if a need arises (see Risk Assessment policy).
7. Bring Hazardous Substances assessment reviews in line with the annual review of other school risk assessments.

Hazardous Substances Assessment

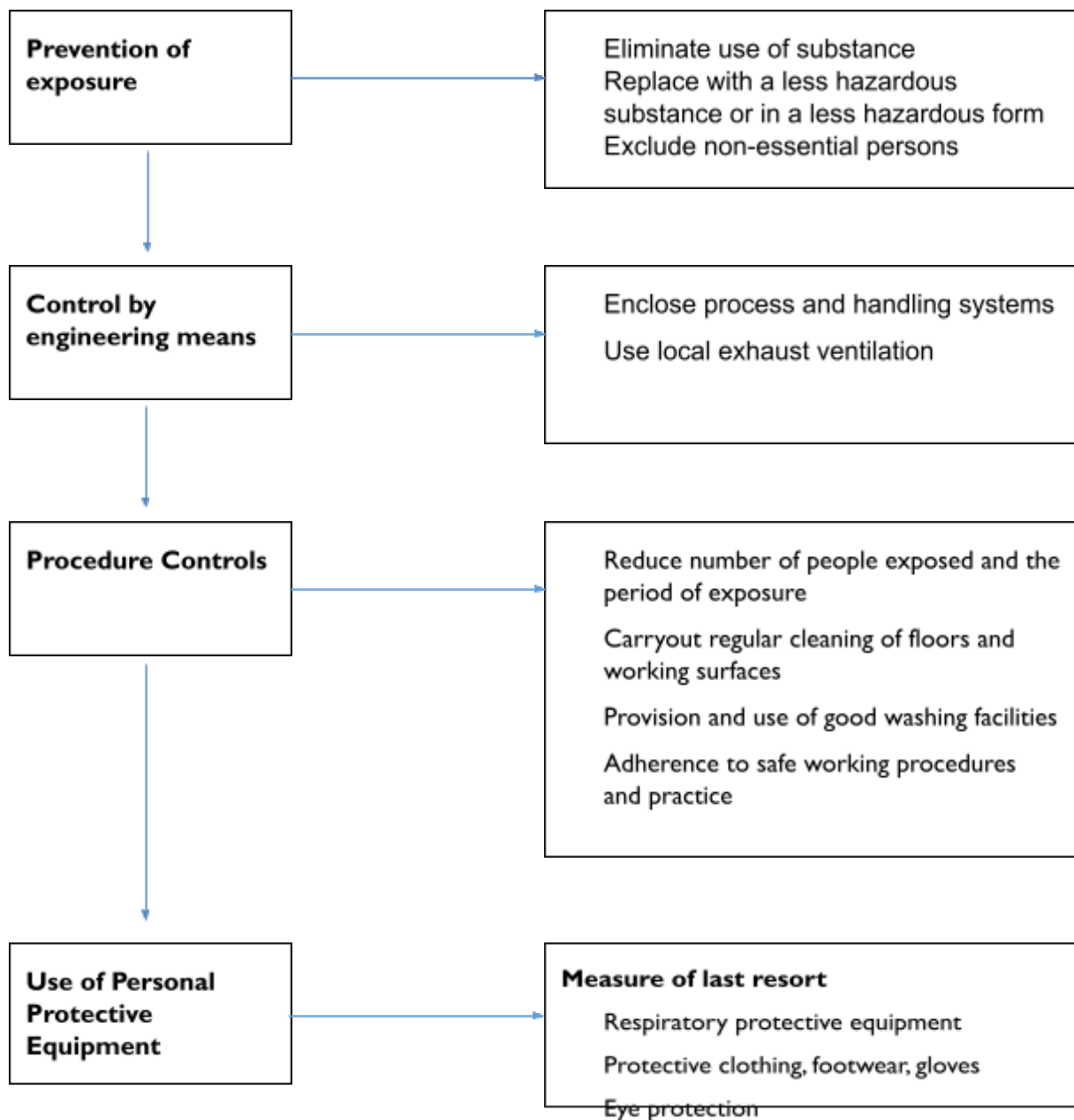
Hazardous Substances assessments must be undertaken **before** a substance is used and should include:

- i. An assessment of the risks to health.
- ii. Consideration of the practicability of preventing exposure to hazardous substances.
- iii. The steps necessary to achieve adequate control of exposure.
- iv. Identification of actions needed to comply with regulations concerning,
 - the use of control measures
 - maintenance, examination & test of control measures
 - monitoring of exposure
 - health surveillance
 - information, instruction, and training
- v. The measures necessary to ensure safe storage, monitoring of use and disposal of both used and unwanted substances.

An assessment of the risks should consider:

- i. The type of substance, including biological agents to which staff and pupils are liable to be exposed.
- ii. What effect these substances have on the body.
- iii. Where the substances are likely to be present and in what form.
- iv. The extent of likely exposure including any foreseeable deterioration or failure in the control measures adopted.
- v. An estimate of exposure taking account of existing control measures including engineering controls and systems of work
- vi. Comparison of estimated exposure levels with published standards.


Prevention or Control of Exposure



Hazardous Substances Risk Assessment

[note Science Dept. have their RA in their [Science Dept. policies](#)]

Substance		MSDS	
Department		Number	
Assessment Date		Carried out by	
Supplier Name			
Address			

Step 1 - What are the hazards?									
									
In what forms can the substance be found?									
Solid	Powder	Dust	Paste	Gel	Liquid	Spray	Gas	Fume	Vapour
Where is the substance stored? Provide exact location.									
How will the substance be used?									
Where will the substance be used?									

Step 2 – Who are at risk?

Employees	Pupils	Visitors	Contractors	Public
Who will use the substance?				
Employees	Pupils	Visitors	Contractors	Public

Step 3.1 – What is the likelihood of the risk?	
What is the severity of injury?	What is the likelihood?

Fatality	Major	Moderate	Minor	Insignifi-cant	Almost certain	Very likely	Possible	Unlikely	Rare
5	4	3	2	1	5	4	3	2	1

Severity score multiplied by likelihood score = risk rating
Risk rating =

Step 3.2 – Control measures

What Personal Protective Equipment must be used?

 WEAR HARD HAT	 WEAR EYE PROTECTION	 Wear face shield	 WEAR EAR PROTECTION	 WEAR RESPIRATOR	 WEAR MASK	 WEAR HAND PROTECTION	 WEAR SAFETY BOOTS	 WEAR PROTECTIVE CLOTHING

What Safe Conditions will be required?

 EXTRACTION MUST BE USED	 WASH HANDS	 LIFT CORRECTLY	 USE GUARD	 WEAR SAFETY HARNESS	 Switch off when not in use	 Open window to ventilate	

Review Date		Reviewed by	
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Appendix 4: Workplace Health and Safety

Workplace Health and Safety

Maintenance

The workplace, the equipment and any devices must be maintained in an efficient state, in efficient working order and in good repair. This requires the operation of a suitable system of planned maintenance particularly where the failure of an item or device would result in danger, or which was likely to result in a failure to comply with any of the Regulations concerned.

The system of maintenance should be based upon an adequate assessment of the risks and must be documented by the keeping of suitable records relating to the scheme in operation, the results of any tests or assessments undertaken, and a record of any repairs etc carried out.

Ventilation

Effective and suitable methods of ventilation must maintain a wholesome atmosphere in all indoor areas where persons are at work. Effective ventilation should ensure the introduction and circulation of fresh or purified air to the workplace and the removal of stale, contaminated or hot air in a manner that does not cause discomfort.

As a general guide the fresh air supply rate should not fall below 3 litres per second per person. However, for areas where contamination is present such as dust or fumes then higher rates of extraction may be required to control a hazardous substance.

During a COVID-19 pandemic, ventilation is a key control measure for the prevention of the spread of the virus. Therefore, during a pandemic, ventilation will be increased in all indoor areas of the school where possible.

Temperature

The temperature in any workroom should be maintained to provide reasonable comfort without the need for special clothing. The temperature in classrooms where there is a normal level of physical activity should be a minimum 16°C. In areas where there is a higher-than-normal physical activity, e.g., in sports halls, washrooms and general circulation spaces, the temperature should be at least 16°C. The temperature in first aid rooms and rest facilities should be at least 21°C.

The Estates Manager will organise for temperature testing, from correctly calibrated equipment, to be taken should temperature readings be needed.

Lighting

Suitable and sufficient lighting must be provided and maintained throughout the workplace including outside where necessary. The requirements about specific use, special group needs, and emergency provisions must be considered when deciding upon the level of lighting.

As far as possible, lighting should be provided by natural means. Where adequate natural light can be provided it must be maintained by adequate window cleaning schemes and controlled by shading if necessary.

Cleanliness and Waste Materials

The surfaces of floors, walls, and ceilings of all workplaces inside buildings must be maintained in a clean condition free from contamination and other harmful substances, and in good decorative order.

Furniture and fittings must be maintained in a clean and serviceable condition.

Waste materials must not be allowed to accumulate in the workplace except in suitable containers.

The standards applied here should reflect the nature of the environment but should not in any way prejudice the health, safety, or welfare of those affected. Due regard must also be given to those areas where hygiene standards need particular attention, e.g., kitchens, food storage, cold rooms, toilets, first aid areas and waste collection points.

Space Requirements

Every non-teaching room where persons work must have sufficient floor area, height, and unoccupied space for the purposes of health, safety, and welfare. Each person should, having regard to their work, have sufficient free floor space and height to allow movement, which is safe and without risk to their health, safety, and welfare.

Teaching areas such as classrooms, workshops and laboratories are covered by guidance issued by statutory bodies such as the Vietnamese government for example and regard needs to have the appropriate guidelines.

Workstations and Seating

Every workstation must be designed to allow any person who works there, adequate freedom of movement, the ability to stand upright, to reach and, where necessary, lift materials and operate machinery without risk to their own health and safety or that of others. Particular regard should be given to emergency egress and the prevention of slips and falls.

Condition of Floors and Traffic Routes

All floors, stairways, passageways, gangways, and access routes must be properly constructed and maintained. Floors should be free of tripping hazards and provide a secure foothold.

A secure and substantial handrail should be provided and maintained on at least one side of every staircase. Handrails should be provided on both sides if the stairs are heavily used, are more than one metre wide, have narrow treads or uneven risers.

Effective measures should be available to deal with holes, bumps or uneven surfaces resulting from damage or wear and tear, which may cause a person to trip or fall. Such measures should include a prescribed course of action if immediate repairs are not possible, e.g., the provision of barriers or conspicuous markings etc.

Prevention of Falls and Falling Objects

Physical safeguards must be used to prevent falls of persons or objects from heights or from persons being struck by falling objects both inside and outside the premises. Where such safeguards are not practicable then 'danger areas' should be designated with restricted access, those authorised to enter should be both protected and adequately instructed.

Where there is a risk of a person falling 2 metres or more, or a risk of injury to people caused by falling objects, effective fencing should be provided and maintained. This must consider both the nature of the risk and the type of person requiring the protection, e.g., children, people with disability(ies), and any vehicles and materials that might be involved. The fencing itself should not present additional risk.

Changes of level, such as a step or slope between floors, which is not obvious, should be marked to make it conspicuous. Consideration should be given to the visual capability of those affected, the adequacy of the available lighting, both natural and artificial, and any foreseeable emergency conditions.

Materials and objects should be stored and stacked in such a way that they are not likely to fall and cause injury. Racking should be of adequate strength and stability having regard to the loads, both imposed and applied, including the effects which vehicles and weather may have.

Glazing: Windows, Doors, Gates, and Walls

Every window or other transparent or translucent surface in a wall or partition, door or gate must be of a safety material or otherwise protected against breakage and be appropriately marked to make it apparent under the following conditions.

- a. Where any part of the glazing material is at or below shoulder level in the case of doors and gates.
- b. Where any part of the glazing material is at or below waist level in the case of windows, walls, and partitions.

Glazing: Windows, Skylights and Ventilators

Windows, skylights, and other means of ventilation must be usable without risk to health or safety. This will require the provision of suitable devices, where necessary, to allow anyone to open or close them safely.

The open window or ventilator must not project into areas where people may collide with them.

Provision must be made for the routine cleaning and maintenance requirements of all windows, skylights and ventilators which will allow them to be serviced from a position of safety from either, inside the building, from ground level outside or with the aid of suitable equipment.

Traffic Routes

The layout, construction and operation of all workplace traffic routes must be safe. Traffic routes include any footpath, gangway, passageway, stairs, etc, intended for use by pedestrians, or roadways for use by either vehicles or pedestrians or both.

The main points for consideration about any traffic route are:

- a. Persons working next to a traffic route must not be placed in a position of danger
- b. There must be provided adequate space and effective separation between pedestrians, routes, access points and gates or doors where vehicles operate
- c. Where pedestrians and vehicles use the same traffic route there should be sufficient separation between them
- d. All traffic routes should be adequately identified where necessary for health and safety

Any safe system of work should consider the needs of the disabled, visually impaired and others who may have difficulty understanding conventional signage.

Contractors and visitors must be advised of any special arrangements that are necessary to maintain the safety of all traffic routes and to protect the persons using the workplace.

Doors and Gates

All doors, and gates within, or giving access to, the workplace must be safely constructed, properly maintained and fitted with adequate safety devices to prevent injury.

Appropriate consideration should be given to the needs of the disabled when designing or refurbishing a workplace.

Where power operated mechanisms are used these must not prevent manual operation in the event of a power failure or other emergency.

Sanitary and Washing Facilities

Suitable and sufficient sanitary and washing facilities must be provided for the use of all persons who work at or from the workplace. They should be designed to allow use with reasonable ease by all persons, including those with disabilities, and maintained in a clean and hygienic condition.

Appendix 5: Manual Handling Operations

Manual Handling is 'the transporting or supporting of any item or object, including any person or animal, by hand or bodily force'. It includes lifting, lowering, pushing, pulling and carrying.

At Reigate Grammar School manual handling tasks are carried out across the school and therefore the following safety procedures must be implemented and adhered to by Heads of Department and Co-ordinators, they must:

- Identify what manual handling tasks are required to be carried out in their department/area.
- Ensure that relevant risk assessments are completed to assess the risks from manual handling and ensure necessary safety control measures are in place. Refer to the Risk Assessment Policy.
- Follow the hierarchy of control measures with regard to manual handling; avoid manual handling where possible, reduce the likelihood of injury occurring and implement safety control measures identified by risk assessments.
- Ensure that any manual handling aids, i.e. trolleys are regularly inspected to ensure they are in good working order.
- Ensure that relevant staff attend manual handling training and refresher training.
- (For academic staff) ensure that any pupils undertaking manual handling have the same procedures implemented as for staff.

Appendix 6: Managing stress at work

What is stress?

- a. Work-related stress is 'the adverse reaction people have to excessive pressure or other types of demands placed on them'.
- b. Work-related stress is not an illness, but can lead to increased problems with health if it is prolonged or particularly intense. Stress can involve
 - **Physical effects** such as raised heart rate, headache, increased sweating, aching neck and shoulders and lowering of resistance to infection.
 - **Behavioural effects** such as increased anxiety and irritability, difficulty in sleeping, poor concentration and an inability to deal calmly with everyday tasks and situations.
- c. These effects are usually short-lived and cause no lasting harm. When pressure recedes there is a quick return to feeling normal.
- d. There is no simple way of predicting what will cause harmful stress, people respond to different types of pressure in different ways. What one person may see as a challenge another person may see as a daunting task. How susceptible we are to stress depends on our personalities, experience, motivation and the support available from managers, colleagues, families and friends.
- e. In general, harmful levels of stress are most likely to occur where
 - Pressures pile on top of each other or are prolonged;
 - People feel trapped or unable to exert any control over demands placed on them;
 - People are confused by conflicting demands made on them;
 - People feel there is a lack of appropriate management or supervisory direction and support.
- f. Physical conditions in the working environment can also be stressful and these may include excessive noise, heat, humidity, poor ventilation and lighting, cramped work surroundings and working in isolation.

Managing Stress

Employer responsibility

- a. The school is committed to finding ways of reducing work related stress so far as is reasonably practicable. In particular it will seek to develop good management practices and procedures that ensure the problem of work-related stress is understood and taken seriously throughout the organisation.
- b. The school recognises the importance of ensuring that individual staff are not made to feel guilty about their stress problems, but are given encouragement to seek help and support to manage the situation. This may be achieved through;
 - Clear school objectives involving staff contribution where possible
 - Good communications
 - Good employee support

- Work targets that are stretching but obtainable
- Effective systems for dealing with interpersonal conflict

Employee responsibility

Individuals have a personal responsibility to:

- Plan, prioritise and undertake their work systematically, and to seek advice and guidance from their Line Manager when faced with what they consider to be conflicting priorities, or deadlines/targets that they feel unable to achieve.
- Inform their Line Manager and seek to identify any situation where they feel they are unclear about their priorities or objectives.
- Discuss with their Line Manager during professional development interviews, any situation that is causing undue stress and which may be rectified by training or staff development.
- Support their colleagues if they believe they are experiencing work-related stress.

Appendix 7: Health and Safety Committee

Members of the Health and Safety Committee

Role
Education Director
Acting Headmaster (Chair)
Head of Secondary
Head of Prep
Operations/Facilities/M&E Managers
HR Manager
School Office Managers
Catering and Cleaner Manager
Co-curricular Coordinator and Head of PE
Head of Science
Science Lab Assistant

Guests to be invited to H&S meetings:

- Buses representative
- SOS nurse
- RGS H&S representative

Substitute Representation: All members of the Committee are required to attend the meetings. However, if for exceptional and unavoidable circumstances any member of the Committee cannot attend a meeting a representative can be nominated to attend provided, they are suitably briefed and able to update on actions taken and progress actions agreed. The Acting Headmaster must be notified of this at least 2 working days prior to the planned meetings.

Chair: The Acting Headmaster will chair all the meetings. In his absence one of the SLT members will be requested to act as Chair.

Meetings: Meetings shall be held at least three times in any twelve-month period. The meetings will only proceed if and when a minimum of 6 members of the Committee are able to attend, including the Chair, Operations Manager, one School Office manager, one SLT member and at least 1 Head of Department.

The Meetings will be attended promptly at the agreed times set and communicated at the beginning of each academic year. All meetings will last up to one hour and venue or virtual arrangements will be advised in advance.

Notes of Meetings: An agenda will be issued one week prior to each meeting. Meeting notes and actions of the Committee shall be recorded and confirmed/amended at the subsequent meeting. Copies of these notes shall be

sent to each member of the Committee within 5 working days of the meeting. The notes will be taken by the HR Manager.

Reaching Agreement: The Committee will endeavour to reach agreement by a consensus acceptable to all. The expectation is that this will always happen. Should, exceptionally, this prove not to be possible the matter shall be referred to the Headmaster and full Senior Leadership Team for discussion and decision.

Terms of Reference: The Committee shall report as appropriate to the full Senior Leadership Team and Board of Directors and shall have the following terms of reference:

- a. To discuss and address health and safety matters pertaining to activities carried out by staff, pupils, contractors, and visitors, where injury or loss may be caused to the aforementioned. Furthermore, to discuss and address health and safety matters pertaining to the physical school environment where loss or damage could be caused. For the avoidance of doubt, matters regarding wellbeing are discussed at ELT.
- b. To ensure all departmental managers are aware of their health and safety responsibility.
- c. To develop and maintain an up-to-date Health and Safety Policy for RGSV
- d. To consult with staff regarding any new health and safety initiatives originating from either the school's management or any other statutory body and respond appropriately.
- e. To raise awareness and promote cooperation between all departments on health and safety matters.
- f. To review and develop arrangements in place for specific departmental policies and risk assessments to ensure compliance and good practice.
- g. To instigate and review actions taken to ensure compliance and improvements to deliver best practice in all areas.
- h. To consider arrangements for health and safety information and training.
- i. To measure performance and report to the SLT and Board of Directors on health and safety matters.