



REIGATE GRAMMAR SCHOOL VIETNAM

Health and Safety Policy

Policy Author:

Senior Leadership Team

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1. General Statement of Intent

- 1.1. Reigate Grammar School Vietnam recognises and accepts its responsibilities for providing, so far as is reasonably practicable, a safe and healthy place of work for its entire staff and a safe and a healthy educational environment for all its pupils.
- 1.2. It also recognises its duty to protect the health and safety of other persons who may be affected by its activities, both on and off site.
- 1.3. The school is committed to “best practice” in matters of health and safety and shall endeavour, where practicable, to achieve a higher standard than may be required by legislation and guidance.

2. General Policy and Procedure

It is the school's policy to:

- 2.1. Promote a positive attitude from staff and pupils towards all matters relating to health and safety.
- 2.2. Make all staff aware of their responsibilities to ensure the maintenance of a safe and healthy working environment.
- 2.3. Provide training/briefing on health and safety matters for all staff to inform them of the school's practices and procedures.
- 2.4. Provide appropriate health and safety training/briefing for staff so that they understand their duties and responsibilities and are capable of carrying them out.
- 2.5. Encourage pupils' awareness of the general health and safety risks and how they can be involved in reporting and maintaining good safety standards.
- 2.6. Treat health and safety considerations as an integral part of the planning, design, building and alteration of premises; also, in drawing up safe systems of work and the introduction of new equipment and/or working practices.
- 2.7. Encourage consultation on all relevant matters of health and safety with appointed staff safety representatives.
- 2.8. Draw the school's health and safety requirements to the attention of contractors working on school premises at the beginning of each contract so that their activities will be subject to agreed safe working procedures.
- 2.9. Define responsibilities of management and staff, for health and safety procedures to be effectively discharged.
- 2.10. To safeguard, as far as is reasonably practicable, the health, safety and welfare of pupils and visitors who may be affected by the school's activities and processes.

3. Application

- 3.1. The statement of general policy and procedures on health and safety applies to all staff of the school who have been contracted to work within, or at, any school premises. These are defined as any building, playing field or other area wholly, or partially owned and/or controlled by the school.

4. Management, Organisation and Arrangements

- 4.1. The school management structure is set out in ***Appendix 1: Health and Safety Responsibilities and Structure***.
- 4.2. The Chair of the school is ultimately responsible and accountable for ensuring the school complies with its statutory health and safety obligations.
- 4.3. The Headmaster is responsible for the overall management of health and safety within the school and chairs the school's Health and Safety Committee (see Clause 24). The Health and Safety Academic Lead Person is responsible for advising teaching staff of their health and safety responsibilities and checking their arrangements, job description [linked here](#).
- 4.4. Several key staff assist the Health, Safety and Compliance Officer in the undertaking of his responsibilities. Job description [linked here](#).
- 4.5. The Health, Safety and Compliance Officer will ensure that statutory provisions are complied with, that workplace policies and associated arrangements are effectively implemented, and will maintain and update as necessary the school's statement of policy and procedures.
- 4.6. All senior leaders are responsible for completing a daily walk through and signing a daily checklist for their assigned floor of the building, confirming that basic health and safety requirements are met.
- 4.7. All Senior & Middle Leaders will be responsible for ensuring that:
 - they keep themselves informed of their statutory health and safety duties and any developments in health and safety legislation applicable to the activities of their teams through regular liaison with the relevant Health, Safety and Compliance Officer and parties appointed by the Health, Safety and Compliance Officer to provide information;
 - all staff within their departments/sections are aware of the health and safety risks connected with their duties and have received adequate training to enable them to perform their tasks to agreed safe working practices;
 - appropriate risk assessments, required by statutory provision, are carried out within their areas of responsibility, and reviewed with assistance from nominated key staff;
 - departmental/sectional health and safety performance is regularly monitored and reviewed and any areas in need of improvement are discussed with the staff involved and action agreed to rectify the situation;
 - departmental/sectional leaders support the school's general statement with relevant plans for their areas of responsibility;
 - the departmental/sectional plans incorporate relevant safe working procedures and practices applicable to the activities being carried out and are drawn to the attention of their members of staff;
 - departmental/sectional staff attend necessary health and safety training courses, online and face to face.
- 4.8. All staff are responsible for ensuring that they:
 - take reasonable care for their own health and safety whilst at work;
 - take reasonable care for the health and safety of pupils and other persons who might be affected by the things they may or may not do during their employment;

- cooperate with those arrangements made by the school in compliance with its statutory obligations;
- take care of, and not intentionally interfere with or misuse, anything provided in the interests of health and safety;
- do not indulge in practical joking in the workplace;
- familiarise themselves with the school's health and safety policy and comply with all arrangements, emergency procedures and fire precautions made by the school in discharge of its legal obligations;
- understand and adhere to all school safe-working procedures and practices and seek clarification from their Line Manager (i.e. Head of Department/Section) where they are not clear about any aspect of these;
- report all accidents/incidents to their Head of Department/Section and the relevant School Office Team as soon as they occur;
- keep their work area tidy and prevent the obstruction of walkways, fire exits or the creation of slip and trip hazards;
- report immediately to their Head of Section any work situation or condition that they consider a danger to the health and safety of themselves or other persons.

5. Information

- 5.1. The provision of information on health and safety is an essential part of any effective health and safety management system.
- 5.2. Within the school, the Health, Safety and Compliance Officer and key Heads of Departments/Section will ensure changes to health and safety legislation and any other relevant information, that may affect their area of responsibility, are implemented as necessary. Information to staff will then be disseminated as necessary.

6. Accident Reporting

See the separate **First Aid Policy**.

7. First Aid Arrangements

- 7.1. On-Campus First aid arrangements will be delivered by our external provider (SOS International) in line with the First Aid Policy.
- 7.2. First Aid is defined as “treatment for the purpose of preserving life and minimising the consequences of injury or illness until appropriate help is obtained and the treatment of minor injuries that require limited intervention”.
- 7.3. The first aid arrangements of the school are provided by our external provider (SOS International) and are detailed in **The First Aid and Medical Provision Policy**.
- 7.4. Enough first aid boxes will be provided at specific locations throughout the school premises. See **The First Aid and Medical Provision Policy** for details of locations.

It is the responsibility of the nurse, who has primary responsibilities for first aid, to ensure that only those items stated under SOS Medical Provision guidance are kept in each first aid box and

that they are maintained to minimum stock levels. A log of when the first aid boxes have been checked is kept in the medical room.

8. Administering Medication

See the separate **First Aid policy**.

9. General Risk Assessment

- 9.1. A risk assessment is defined as a careful and systematic examination of what might cause harm (injury, ill health, or damage) in the workplace taking account of who might be affected and the control measures already in place to minimise exposure to that harm.
- 9.2. The purpose of risk assessment is to identify significant hazards and risks and then determine and implement appropriate control measures required, either to remove, reduce or protect against them.
- 9.3. Risk assessments must be completed for any activities where there is the likelihood of harm or loss to be caused; hazardous activities and hazardous locations should have risk assessments completed. There are some specific legal requirements for specific risk assessments such as fire, workstation assessments, first aid, hazardous substances, legionella, and asbestos.
- 9.4. Relevant Senior & Middle Leaders are responsible for ensuring that suitable and sufficient general risk assessments, and specific assessments where appropriate, are carried out within their departments/sections, communicating the findings of these risk assessments to relevant individuals, storing them in a central portal and reviewing the risk assessments at least annually, or sooner if required.
- 9.5. There is a separate school policy and procedures on **Risk Assessments**.

10. Fire Safety

See the separate **Fire Policy**.

11. Utilities (electricity, gas, and water)

Electricity

The Facilities Manager is the responsible person in dealing with the utility companies, and for ensuring that the varying statutory requirements for the safe usage of the utility, provision and maintenance of equipment using them, and the ultimate disposal of redundant or equipment beyond economical repair is managed in accordance with current best practise.

The Operations Manager & Facilities Manager will ensure that all construction or maintenance work involving electricity is carried out in accordance with the current International Electrotechnical Commission (IEC) Edition of its Approved Standards and that all work carried out within the school site is certified to these standards.

- 11.1. All electrical appliances purchased centrally by the school, or by individual departments/sections, must be checked for electrical safety by the school electrician or other designated person before being used.
- 11.2. All portable electrical appliances (tools/equipment) and fixed equipment will be subject to periodic inspections arranged by the Operations Manager in consultation with the Facilities Manager and key staff. As per Circular 33, 2015 (<https://vanbanphapluat.co/circular-33-2015-tt-bct-regulations-on-technical-safety-inspection-for-electrical-equipment-and-tools>)
- 11.3. All staff must ensure that all electrical equipment is kept in good condition and any defects or damage is reported to the Head of Department/Section responsible for the area in which the equipment is located.
- 11.4. If an electrical appliance develops a fault, staff should ensure that they turn it off at the socket and unplug it or isolate the power to the item. If it is a fixed appliance, a notice should be put on it stating, Faulty Do Not Use, and the fault reported to the responsible Head of Department/Section.
- 11.5. All staff should ensure that no socket should be overloaded using an adaptor or multi-gang socket extension. Any doubts on the safety of electrical connections should be referred to the school electrician or other designated person.
- 11.6. Trailing leads must be avoided, and staff should ensure that before a piece of electrical equipment is re-positioned, an account must be taken of where the nearest socket is located to prevent cables being positioned across gangways or floors.
- 11.7. Staff are prohibited from using private, portable electrical appliances on school premises. All portable items must be checked by the school electrician or other maintenance designated person before it is used.
- 11.8. If equipment operating at 220 volts or higher is used, a Residual Current Device (RCD) can provide additional safety. An RCD is a device which detects some, but not all, faults in the electrical system and rapidly switches off the supply. The best place for an RCD is built into the main switchboard of the socket-outlet, as this means that the supply cables are permanently protected. If this is not possible a plug incorporating an RCD, or a plug-in RCD adaptor, can also provide additional safety.

RCDs for protecting people have rated tripping current (sensitivity) of not more than 30 milliamps (mA).

Remember:

- An RCD is a valuable safety device, never bypass it.
- If the RCD trips, it is a sign there is a fault. Check the system before using it again.
- If the RCD trips frequently and no fault can be found in the system, consult the manufacturer of the RCD.
- The RCD has a test button to check that its mechanism is free and functioning. Use this regularly.

Gas

- 11.9. The school complies with the requirements of the Gas Safety Register. The School engages a registered Gas Safe contractor who will carry out the required maintenance and testing of gas fired equipment, as arranged by the Facilities Manager, on an annual basis during the Summer holidays.

Water

- 11.10. The school has a duty to provide adequate supplies of potable water throughout the school, which it does. There is also the requirement to maintain water systems to prevent or control the legionella bacteria so that risk to persons at or near the school are minimised. The Operations Director has the delegated responsibility for the main school buildings and services. The M&E Team has the delegated responsibility for the swimming pool. These staff members work directly for the Facilities Manager. Details of the systems used and contracts for the continued provision of safe water are available from the above managers.

Further guidance on utilities safety is given in **Appendix 2: Utilities (Electrical Safety)**.

12. Use of Work Equipment

- 12.1. Work equipment is described as “any machinery, appliance, apparatus, tool or installation for use at work”. Use means “any activity involving the work equipment such as starting, stopping, setting, servicing, cleaning, maintaining etc.”
- 12.2. The school will ensure that all work equipment used on its premises by staff and pupils is appropriate for its intended use, safe and without risks to health.

13. Control of Substances Hazardous to Health

- 13.1. The use of hazardous substances within Reigate Grammar School Vietnam is kept to an absolute minimum. The areas where hazardous substances are used and stored are: Science, Maintenance, Swimming Pool, Catering, Cleaning, TRCs Room and Grounds. Material safety data sheets for hazardous substances used within the school are kept and maintained by the appropriate Health and Safety Representative of the relevant department/section or Head of Department/Section. Instructions for the storage and safe handling of such hazardous substances are to be issued by the appropriate representative, who is also responsible for ensuring they are complied with.
- 13.2. Hazardous substances can also be produced from work activities such as wood dust from machinery and fumes from chemical experiments etc.
- 13.3. The school has a duty to assess the use at work of hazardous substances and will take adequate steps to prevent or control exposure to these substances by staff, pupils, and other persons. Hazardous Substances risk assessments must be carried out using the form in Appendix 5..

Staff also have a duty to ensure that they use a hazardous substance in accordance with the manufacturers’ instructions or safe working procedures relating to the substance, and do not expose themselves or others to risk because of the way in which they work.

Guidance on working with hazardous substances is contained in **Appendix 3: Hazardous Substances – General Guidance on the use of**.

14. Workplace Health, Safety and Welfare

- 14.1. All Staff are reminded that they have a responsibility to assist the school in fulfilling its duty to provide a safe environment and to prevent the risk of accidents caused by slips, trips and falls. This means staff paying attention to good housekeeping by:
- reducing trip and slip hazards through not obstructing floor space where there is frequent movement and removing or protecting all trailing cables;
 - properly storing items on shelves or in cupboards and not on top of cupboards where they could fall off and injure someone;
 - placing wastepaper and other combustible rubbish in proper containers to minimise potential fire risk;
 - clearing up all spillages when they occur to avoid slipping accidents;
 - ensuring any broken glass is safely contained to avoid potential cuts from exposed fragments and safely disposed of as soon as possible after the incident;
 - reporting any damaged flooring or any other matters that could create health and safety risks to the relevant School Office for them to inform the Operations/M&E team; staff not endangering themselves or others and using safety equipment provided;
 - wearing suitable clothing including footwear appropriate to their job and conditions to reduce the risk of trip and fall incidents.
- 14.2. General guidance on workplace safety and welfare can be found in ***Appendix 4: Workplace Health and Safety***.

15. Manual Handling

- 15.1. Guidance on manual handling applies to the whole school community. Incorrect lifting of loads at work or trying to lift loads that are too heavy can cause significant injuries that result in pain and suffering and time off work. The school has an obligation to avoid where possible the need for manual handling activities at work, or where this cannot be avoided, then to take action to reduce to the lowest level the likelihood of injury occurring and provide manual handling training where necessary
- 15.2. Staff should not attempt to move loads that are too heavy or too awkward for them to carry safely. They must seek help from the Facilities team via the relevant School Office. Such staff have been trained in manual handling techniques.
- 15.3. Heads of Department/Section must ensure that manual handling risks in their department are adequately assessed through the risk assessment process and relevant staff receive training and refresher training. They must ensure records are kept of the training.
- 15.4. If pupils are required to carry out manual handling tasks, the activity must be risk assessed and particular attention paid to the age, sex and physical ability of the pupil. Manual handling training must then be given.
- 15.5. Details on the safe lifting of loads are contained in ***Appendix 5: Manual Handling Operations***.

16. Working at Height/Ladders

- 16.1. Working at height tasks within the school are undertaken across a variety of departments. The school tries to avoid working at height where it can and if it must take place, it takes steps to reduce the likelihood of a fall if one were to occur.
- 16.2. Work at height will be assessed in relevant risk assessments.
- 16.3. Appropriate work at height access equipment will be provided in relation to the type of tasks and as deemed by the risk assessment.

17. Violence and Aggression at Work

- 17.1. In the event of a member of staff being faced with verbal and or physical violence whilst at work every effort should be made to reduce the threat by acting in a calm, non-threatening manner.
- 17.2. Where such actions do not have an effect, staff should aim to remove themselves from any immediate risk by placing a barrier between themselves and the source of the threat, ensuring that they do not block their means of escape, and seek appropriate assistance.
- 17.3. Under No Circumstances should offensive or abusive language, threats or physical force be used when provoked. Only use the minimum force necessary for defence against personal injury if there is no other option available.

18. Managing Stress at Work

- 18.1. Stress is defined as “the reaction people have to excessive pressures or other types of demands that are placed on them”. If demands and pressures become too great, they can induce harmful mental and physical feelings and responses.
- 18.2. The school is committed to ensuring so far as is reasonably practicable that no member of staff is subjected to an undue level of stress whilst at work that may be detrimental to their health.
- 18.3. Where it does occur then it is the school management’s objective to ensure that all such cases are dealt with openly and fairly. Details of the Welfare and Stress Management policy can be found in ***Appendix 6: Managing Stress at Work.***

19. Lone Working

- 19.1. The school recognises that certain members of staff are required to work alone without close or direct supervision as part of their contract of employment, and that they may be at risk either from intruders or personal accident when no help is available. Where this is a regular and routine occurrence, a specific assessment will be written, the safety control measures analysed, and risks communicated to those at risk.
- 19.2. In addition, it also recognises that there are ad hoc occasions when other members of staff work beyond normal working hours on their own, who again are potentially at risk from intruders or personal accident when there is no readily available help

- 19.3. Where staff work beyond normal working hours on their own, or are on school premises outside normal working times, e.g. at weekends or during school holidays, they must sign in/out with Security at the Main Gate. The Operations Director, or Facilities Manager, reserves the right to authorise or stop such access in consultation with other senior staff.
- 19.4. During school holidays staff must sign in and out with the Security Staff at the Main Gate and adhere to any times and access restrictions that may be in place.

20. Off-site Educational Visits

See the separate **School Off Site Visits/Trips/Events - Extended Curriculum Opportunities Policy**

21. Joint Consultation

- 21.1. It is the school's policy to ensure that there is full consultation with representatives of staff on all matters concerning health and safety at work.

22. Health and Safety Committee

- 22.1. The School Health and Safety Committee meets three times a year. **Appendix 7: Health and Safety Committee** details membership and terms of reference.

23. Environmental Conditions

HEAT LEVEL ACTION CHART, AQI AND HEAT MANAGEMENT GUIDELINES

Rationale: To maintain student welfare in sporting environments certain factors need to be in place to protect the students and staff from the effects of extreme weather, heat stroke and poor air quality. These conditions are required to be met in outdoor and indoor sporting environments which include the outdoor courts and football fields, swimming pools and the gymnasium.

All readings will be considered in real feel temperatures, for outdoor spaces these will be from the App Weather bug. For indoor spaces, these will be considered by using a thermometer and humidity sensor to collect the data to be entered into a heat index calculator. For the swimming pool, the humidity will be considered at 80% as per the readings taken during the 2024/25 school year indicating this as the average humidity for the pool.

Heat-related illness

below 33°C Fatigue possible with prolonged exposure and/or physical activity.	33-40°C Sunstroke, muscle cramps, and/or heat exhaustion are possible with prolonged exposure and/or physical activity.	41-45°C Sunstroke, muscle cramps, and/or heat exhaustion likely. Heatstroke possible with prolonged exposure and/or physical activity.	above 46°C Extreme Danger: Heatstroke or sunstroke likely.
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Procedures: The PE Staff will determine the temperature before each class and determine the appropriate course of action as indicated below.

Heat Index below 33°C	I. Recommended water breaks every 30 minutes. <ul style="list-style-type: none"> The School shall provide adequate water supply at all teaching stations. Staff should inform students to apply sun lotion before lessons, games and activities. Students should be encouraged to wear hats in MS and HS and compulsory in ES for recess, lunch, and PE lessons when appropriate All athletes and students should bring water bottles to training and PE classes Where possible spend transitions, rest periods and direct teaching moments in shade provided around facilities. Students that want to take a break should do so at any time. Staff to watch/monitor players carefully.
Heat Index 33-40°C	All actions as per Heat Index Ratings under 33-40°C additionally: <ul style="list-style-type: none"> Recommended water breaks every 20 minutes. During competitive and training matches, students should be rotated out on a regular basis Staff identify students who present a higher risk of suffering from heat-related illnesses and provide these students with an alternative to training in heat Staff should brief students on increased risk at the beginning of practices and lessons of increased heat illness risk within and above this zone. Students showing signs and symptoms of heat-related illness should withdraw from the activity and be escorted to the nurse The suggestion is that lessons take place in the shade as much as possible Modify training and/or games to allow for regular hydration and rest
Heat Index 41-45°C	All actions as per Heat Index Ratings under 41-45°C additionally: <ul style="list-style-type: none"> Recommended water breaks every 15 minutes Staff should clearly brief students of the extreme risk of heat illness within this zone and exclude students who have not hydrated throughout the day. Outside activities with a high physical exertion nature moved to shaded areas where possible or indoors Lessons should be moved to shaded areas or indoors where possible Students showing signs and symptoms of heat-related illness should withdraw from the activity and be escorted to the nurse Electrolyte consumption should be encouraged and utilized for athletes practicing and competing in this zone Maximum duration of exposure in this temperature is one hour. Prep swimming lessons will be canceled Sports Team Training can occur but these guidelines must also be

	followed <ul style="list-style-type: none"> • Prep School PE classes to be moved indoor
Heat Index above 46°C Heat Stroke Imminent & Extreme Risk	<ul style="list-style-type: none"> • All non air conditioned activities are cancelled • Swimming pool will be closed (based on swimming pool area Temperature)

Primary sport: All sports in non-air-conditioned spaces should be stopped when the heat index reaches 40°C

Secondary sport: All sports in non-air-conditioned spaces should be stopped when the heat index reaches 45°C.

AQI

AQI	Modifications	Meaning
0 - 100	None	All activities can take place as normal
101 - 150	Sensitive groups Monitored	Prolonged exposure and all strenuous activity should be avoided for those students identified as having respiratory issues on the school management system
151 - 200	PE/ Sports Modified	<ul style="list-style-type: none"> • Reduce exposure • Longer breaks between activities • Lower exertion rate for activities • Prep Students should remain indoors
201 - 300	All outdoor activities postponed or cancelled	<ul style="list-style-type: none"> • All outdoor activities postponed • Move to indoor situations where possible • Lunch and break times should be indoors
301 - 500	All outdoor activities postponed or cancelled	All staff and students should remain inside. The school should enact its school evacuation plan if the reading exceeds 450.

LIGHTNING PROTOCOL

By the use of the Lightning Alarm App (Google play store), the distance of the lightning strike from the school will be determined.

Level 1 - Warning: 24 km/15 miles

Alert: Emails sent to recipients on the designated stakeholder list. (SMT, PHE Staff, Operations manager)

Action: Faculty and Staff responsible for the supervision of all outdoor activities are on heightened alert.

Level 2 Alert: 16 km/10 miles

Alert: Emails sent to recipients on the designated stakeholder list (SMT, PHE Staff, Operations manager, all teaching staff)

Notification over the PA system (There is a high risk of Lightning Strike)

Strobe light flashing for the duration of the threat

Action: No one is to be on fields or any open/exposed areas including under the shaded basketball court.

On the Directive from the DSL, Faculty and Staff will take appropriate action to move the individuals they are responsible for safety, and then help to confirm appropriate action is communicated and has been taken by other relevant faculty, staff, and at large students/visitors.

All Clear: 30 minutes after that last threat of lightning

Alert: Emails sent to recipients on the designated stakeholder list.

Notification over the PA system (There is no more risk of Lightning Strike)

Action: Resume normal outdoor activities

All outdoor activities should stop when lightning is within 16 km of the school. This can be gauged by using the lightning alarm App.