RedBalloon
Educational Trust
Red Balloon of the Air

# Health and Safety Policy

## Document Control

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| **Related policies:** | RBET Staff Code of Conduct Policy<br>First Aid Policy<br>Fire Safety Policy<br>COSHH Policy<br>Risk Assessment Policy<br>Exclusion Policy<br>Use of Reasonable Force Policy<br>Supporting Learners with Medical Needs Policy<br>Mental Health and Wellbeing Policy<br>Lone Worker Policy<br>Critical Incident Policy<br>Educational Off-site Visits Policy<br>Control of Legionella Policy<br>Exclusion Policy<br>RBET CCTV Policy<br>DBS Check Policy<br>Safer Recruitment Policy<br>Driving for Work Policy<br>Ladder Safety Policy<br>Anaphylaxis Emergency Protocol<br>RBAir Centre-Specific Allergy Arrangements<br>Visitor's Policy / Visitor Code of Conduct |
| **Related documents:** | Health and Safety at Work etc. Act 1974 (HASAW)<br>Management of Health and Safety at Work Regulations 1999<br>Workplace (Health, Safety and Welfare) Regulations 1992<br>Health and Safety (First-Aid) Regulations 1981<br>Control of Substances Hazardous to Health Regulations 2002 (as amended) |

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|---|---|
| | Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013<br>Health and Safety at Work Act Amendment Bill 2024–25<br>The Workplace (Health, Safety and Welfare) (Amendment) Regulations – 2024–25 updates<br>Equality Act 2010<br>Work at Height Regulations 2005<br>Health and Safety Executive's Approved Code of Practice L8 (Legionnaires' disease: The control of legionella bacteria in water systems) and the Control of Substances Hazardous to Health Regulations 2002.<br>Health and Safety (Display Screen Equipment) Regulations 1992<br>Food Safety Act 1990 and the Food Hygiene (England) Regulations 2013<br>Department for Education, *Health and Safety Advice for Schools: Responsibilities and Duties for Schools*, 2022.<br>Environmental Protection Act 1990<br>Hazardous Waste (England and Wales) Regulations 2005<br>Children and Families Act 2014<br>Human Medicines (Amendment) Regulations 2017 |

## Version History

| Version | Date | Changes made | Approved by |
|---|---|---|---|
| 1.00 | 1.11.2025 | Original version | RBET Trustees |
| 2.00 | 01.09.2026 | Annual review cycle updated;<br>1.1 - First Aid updated to include spare AAIs and mental health emergency procedures;<br>1.3 - Control of Contractors updated to reference the Visitors Policy;<br>1.5 - Serious Incident Management aligned with the Critical Incident Policy and KCSiE 2026;<br>1.9 - Medical Needs and Vulnerabilities updated to reference the Anaphylaxis Emergency Protocol. | RBET Trustees |

## Contact details

| | |
|---|---|
| RBET Chair of Trustees | Carrie Herbert admin@rbet.ac |
| Head of Centre, Health and Safety Lead | Hannah Curry hannah.curry@rbair.org.uk |
| Assistant Headteacher | Liz Smart liz.smart@rbair.org.uk |
| Health and Safety Coordinator | Pookie Russell pookie.russell@rbair.org.uk |
| Member of staff responsible for health and safety | Sarah Wilson sarah.wilson@rbair.org.uk |
| Educational and Off-site Visits Coordinator | Vicky Ames vicky.ames@rbair.org.uk |

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## Part 1: Statement of intent

The RBET trustees and the Head of Centre of Red Balloon of the Air (RBAir) fully recognise their legal responsibilities under national health and safety law. As employers and those responsible for the premises, they are committed to providing a safe and healthy environment for all staff, learners, visitors, contractors and anyone else affected by the Trust's activities.

RBAir is dedicated to managing health and safety risks through thorough risk assessments, effective control measures, and ongoing monitoring and review of safety systems. This commitment is led by RBET trustees and RBAir's Head of Centre.

RBAir will take all practicable steps to maintain high standards of health and safety at work, protecting staff, learners and others. RBAir recognises that mental health is as important as physical health, and all staff have a duty to ensure their actions do not compromise the safety or wellbeing of themselves or others.

RBET Trustees and RBAir's Head of Centre's key responsibilities include:

- complying with all legal and statutory health and safety obligations;
- creating and maintaining a safe and healthy working and learning environment;
- ensuring safe access to, and exit from, all premises;
- minimising the risk of accidents and work-related health issues;
- identifying, assessing and managing risks for all activities, including off-site trips and events;
- actively managing and supervising health and safety at work;
- providing leadership and control of identifiable health and safety risks on all premises and worksites;
- ensuring all employees and contractors are competent to carry out their work safely;
- providing staff with appropriate training, information and guidance, including support for those whose first language is not English;
- promoting safe working practices and maintaining equipment;
- ensuring safe handling, storage and use of substances;
- maintaining a healthy working environment, including adequate welfare facilities;
- consulting employees on matters affecting their health and safety and that of learners;
- ensuring premises are secure and that DBS safeguarding checks are completed for all staff;
- setting clear objectives to drive continuous improvement in health and safety performance;
- regularly reviewing and improving safety procedures to ensure their effectiveness;
- fostering a culture of health and safety through open communication and staff consultation;

- carefully organising, assessing, and mitigating hazards and risks for off-site activities, with a separate approval process, outlined in the Educational and Off-site Visits Policy;
- accessing competent health and safety advice as required;
- allocating resources, including financial, to manage health and safety effectively;
- reviewing and revising this policy regularly to achieve continuous improvement;
- recognising the importance of mental health alongside physical health, ensuring staff do not compromise the safety or wellbeing of themselves or others.

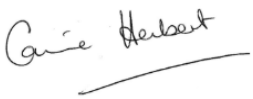
In addition, RBET trustees and the Head of Centre are fully committed to keeping everyone safe. We will provide the guidance, training and support needed for staff and learners to work and learn safely.

All staff are expected to follow this policy and actively support the trustees and the Head of Centre in maintaining and improving health and safety across the Trust. Cooperation from everyone is vital to keeping RBAir's Centre safe.

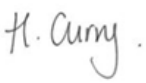
This policy, together with our safety procedures and organisational arrangements, will be reviewed annually, or sooner if required, to ensure it remains effective and up to date.

This policy is reviewed annually, or sooner where required, to ensure that it remains effective, legally compliant and appropriate to the needs of RBAir.

## Approval of current version

**Signed:** 

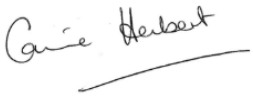
**Chair of Trustees' Name:** Carrie Herbert

**Signed:** 

**Head of Centre's Name:** Hannah Curry

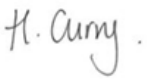
**Date:** 17.09.2026

## Previous approval:

**Signed:** 

**Chair of Trustees' Name:** Carrie Herbert

**Date:** 21 November 2025

**Signed:** 

**Head of Centre's Name:** Hannah Curry

**Date:** 21 November 2025

## Part 2: Organisation

**Organisation overview**
RBET trustees and the Head of Centre are jointly responsible for implementing this Health and Safety Policy within RBAir. They will identify relevant members of staff with direct responsibility for health and safety management.

**Governing body**
RBET trustees are responsible for ensuring RBAir complies with the Health and Safety Policy. They work with the Head of Centre to put in place and review safety measures, making updates as needed.

**Head of Centre**
The Head of Centre will monitor the effectiveness of the Health and Safety Policy, prepare emergency evacuation procedures, ensure all staff are aware of health and safety practices, arrange for accident reporting procedures, ensure safety inspections are undertaken at least annually, and arrange for withdrawal, repair or replacement of unsafe items. The Head of Centre will also ensure that all health and safety measures consider recent legislation on mental health, workplace harassment and hybrid working environments.

**Member of staff responsible for health and safety**
While the Head of Centre ultimately remains responsible, they may delegate carrying out their duties to this named member of staff.
Responsibilities include:

- provision of health and safety advice and implications of the law;
- production and maintenance of this policy and associated procedures;
- assisting in identification and implementation of training needs;
- providing recommendations and reports as required;
- ensure all health and safety measures consider recent legislation on mental health, workplace harassment and hybrid working environments;
- ensures RBAir trips follow safety standards, working with trip leaders to align activities with RBAir policies.

**Employees**
All employees have a responsibility to:

- take reasonable care for their own health and safety and that of others;
- make themselves aware of all safety rules and procedures;
- ensure tools and equipment are in good condition;
- use protective clothing and safety equipment;
- keep offices and classrooms tidy;
- report accidents and potential hazards;
- draw attention to perceived hazards;

- ensure effective risk assessments are carried out.

Employees must be aware of both physical and mental health risks and participate in mental health awareness training.

**Learners**
All learners are expected to:
- exercise personal responsibility for their own safety and that of fellow learners;
- observe standards of dress consistent with safety and hygiene;
- observe all safety rules and instructions of teaching staff in emergencies;
- use items provided for safety purposes.
- report any accidents, injuries, or hazards to their Link Mentor or any member of staff immediately.

**Temporary staff (contractors)**
Contractors receive health and safety instructions, including fire and emergency procedures. They report to the Head of Centre during their time at the Centre.

**Teachers**
Teachers are responsible for:
- exercising effective supervision;
- implementing safe working practices;
- identifying hazards and introducing procedures to minimise mishap;
- ensuring equipment meets safety standards;
- providing written instructions and warning notices;
- evaluating and acting on criticism of health and safety arrangements;
- investigating accidents;
- providing adequate instruction and training;
- ensuring legal requirements are followed when transporting learners;
- ensuring issues are discussed promptly with the designated person for health and safety.

All staff should monitor and report potential risks to mental health.

**Educational Visit Coordinator (EVC)**
The EVC ensures RBAir trips follow safety standards, working with trip leaders to align activities with RBAir policies.

**Health and Safety Coordinator**
Responsibilities include dealing with all aspects of maintenance of the premises and identifying and remedying any situation which is unsafe or hazardous.

**Volunteers**
Volunteers receive health and safety guidance and report to the supervising staff member during their time at the Centre.

# Part 3: General arrangements

## Culture (1.0)

**Training requirements**
Staff with designated health and safety responsibilities receive training to manage both physical and mental health risks. Wellbeing initiatives are implemented and monitored to support staff and learners.

**Ethos**
RBAir recognises the equal importance of mental and physical health. Risk assessments, safe working practices and staff support programs incorporate both considerations. Every member of the RBAir community has a legal duty to take reasonable care of their own health and safety and that of others, in line with the Health and Safety at Work etc. Act 1974.

**Communication and promotion of values**

- Health and safety values are communicated through induction, training sessions, staff briefings and signage.
- Leaders model safe behaviours and practices, demonstrating the importance of compliance and proactive risk management.
- Health and safety is embedded into daily activities, curriculum planning and off-site visits to reinforce a strong safety culture.
- Staff, learners and visitors are encouraged to take personal responsibility for safety and follow all guidance.

**Low-jeopardy reporting**
Staff and learners are encouraged to report hazards, near-misses or unsafe practices promptly and without fear of blame, ensuring proactive management of risks.

**Encouraging positive behaviour**

- Employees are supported to report hazards, accidents and near-misses without fear of blame ('low-jeopardy reporting').
- Proactive safety behaviour is recognised through praise, feedback and participation in safety initiatives.
- Shared responsibility is encouraged via team briefings, collaborative risk assessments and open communication channels.

**Continuous improvement and monitoring**

- Systems are in place to evaluate safety culture, including audits, incident reviews and staff feedback.

- Lessons learned from accidents, near-misses, or inspections inform updates to policies, training and procedures.
- Senior Leadership regularly reviews the effectiveness of health and safety arrangements and leads initiatives to improve safety performance.

**Related documents**

- Risk Assessments
- Training Records
- Accident, Incident and Near-Miss Reports
- Employee Assistance Programme (EAP) guidance

## Documentation (1.4)

**Policy access and record-keeping**

The Head of Centre is responsible for the safekeeping, maintenance and accessibility of all health and safety documentation at RBAir. This includes ensuring compliance with current legislation and best practices, including mental health, workplace harassment and hybrid working considerations.

**Key documents**

RBAir maintains the following health and safety documents, as required by law:

- Risk assessments (general, learner-specific, activities, trips)
- Accident, incident and near-miss reports
- First aid and mental health first-aid records
- COSHH assessments and other hazardous substance records
- Fire risk assessments and evacuation plans
- Equipment inspection and maintenance logs
- Staff training records.

**Storage and accessibility**

- Documents are primarily stored digitally on SharePoint, with physical copies retained where legally required.
- Non-confidential documents are accessible to all staff. Confidential records (e.g. medical records, IHPs) have their access restricted to authorised personnel only.
- Policies, procedures and records are organised by category and date for easy retrieval during audits or inspections.

**Review and updates**

- Risk assessments, policies and other health and safety documents are reviewed at least annually, after any incident, or when activities, staff, learners or legislation change.
- All updates are version-controlled, dated, and logged to track changes and compliance with legislation.
- The Head of Centre and the Health and Safety Coordinator monitor relevant legislation and guidance from the Department for Education and HSE, updating policies as needed.

**Training records**

- Training records document the type of training, attendees, dates and refresher requirements.
- Records are stored securely, digitally and/or physically, for inspection and audit purposes.

**Accident, incident, and near-miss reporting**

- Reports follow a standard Microsoft Form template capturing date, time, location, description, people involved, actions taken and follow-up.
- Physical copies, where used, are stored securely in line with GDPR.
- Patterns or trends are reviewed to inform updates to risk assessments, procedures and training.

**Safety inspections and audits**

- Inspection logs, fire drills, equipment checks and external audits are recorded and stored for monitoring and compliance purposes.
- Follow-up actions are tracked to ensure completion.

**Archiving and legal compliance**

- Superseded policies and documents are archived with version control and retention dates, providing a clear auditable trail.
- Documentation demonstrates RBAir's compliance with statutory duties and serves as a reference for staff, inspectors and stakeholders.

## Communication and training (1.2)

**Training requirements**

RBAir ensures that all staff receive appropriate health and safety training, including:

- induction training for new staff, learners and contractors, covering key policies and procedures;
- refresher training at intervals recommended by legislation and best practice;
- specific training for first aid (for relevant staff), manual handling, fire safety, display screen equipment and any other relevant areas;

- guidance on mental health, wellbeing, and stress awareness.

The Head of Centre is responsible for ensuring that all staff receive appropriate and up-to-date health and safety training. This includes identifying training needs, arranging training sessions, and monitoring compliance to ensure all staff maintain current certifications and knowledge.

**Training log**
Training records are maintained securely in RBAir's MIS system, Arbor, including dates, attendees, topics covered and refresher requirements. These logs are reviewed regularly by the Head of Centre to ensure compliance and identify training gaps.
The Head of Centre is responsible for ensuring all training is up to date and that staff receive timely refresher training before certifications expire.

**Communication of health and safety**

- All staff are provided access to the Health and Safety Policy and related documents via SharePoint.
- Updates or changes to health and safety procedures are communicated promptly via email or staff briefings.
- Contractors, visitors and temporary staff are informed of relevant safety requirements on arrival or before starting work.
- Learners receive guidance on relevant Health and Safety practices during induction and through ongoing supervision.

**Monitoring and reporting**

- Staff are encouraged to report health and safety concerns directly to the Head of Centre or the Health and Safety Coordinator.
- Risk assessments, incident reports and training outcomes are regularly reviewed by the Head of Centre to identify trends and implement improvements.
- Effectiveness of training and communication is evaluated through feedback, incident analysis and audits of compliance with procedures.

**Induction process**
New staff and learners undergo an induction process covering essential health and safety practices, including first-aid procedures, fire evacuation, safe working practices and reporting mechanisms. Induction records are stored in the HR system for monitoring purposes.

**Related documents:**

- Staff Induction App
- Staff Health and Safety Training App
- Staff Training Records / Training Log
- First Aid Policy
- Fire Safety Policy
- Risk Assessment Templates

- Incident / Accident Reporting Forms
- Mental Health and Wellbeing Policy

## Trustee oversight (1.8)

**Role and responsibilities**
Trustees have ultimate responsibility for ensuring that RBAir meets its statutory obligations under health and safety legislation, including the Health and Safety at Work etc. Act 1974. While operational duties are delegated to the Head of Centre and staff, trustees must provide strategic oversight and ensure that systems are in place to manage risks effectively.

**Key trustee responsibilities:**

- Ensure that a comprehensive Health and Safety Policy exists and is implemented at RBAir.
- Receive regular reports on accidents, incidents, risk assessments and compliance matters from RBAir's Head of Centre.
- Monitor the effectiveness of RBAir's health and safety management systems.
- Ensure adequate resources (staff, training, equipment) are allocated to maintain a safe environment.
- Receive training or updates on health and safety legislation and responsibilities as required.
- Review health and safety reports at trustee meetings and challenge practices where necessary to ensure continuous improvement.
- Support the Head of Centre in reviewing and updating health and safety policies and procedures periodically.
- Ensure that RBAir maintains a positive safety culture and meets its legal obligations.

**Reporting and accountability**
Trustees do not undertake operational tasks such as risk assessments, first aid, or day-to-day safety inspections. Their role is to oversee, monitor and challenge to ensure compliance, and to hold the Head of Centre and staff accountable for implementing RBAir's health and safety arrangements.

**Related documents:**

- Risk Assessment Records
- Accident and Incident Reports
- Training Records
- Fire Safety Policy
- First Aid Policy

## Risk assessment (1.6)

The Head of Centre will ensure that appropriate and effective risk assessments are carried out for all areas and activities that could affect the safety and wellbeing of staff, learners, visitors and contractors. These include:

- use of RBAir properties;
- the control and maintenance of entry and exit points to and from any RBAir Centre;
- all on-site and off-site activities, including trips and excursions;
- any work that takes place outside any RBAir Centre;
- each learner that is referred to RBAir.

Risk assessments must include mental health and wellbeing risks, including workload, stress and harassment. Preventive measures and reporting procedures must be clearly documented.

In conducting risk assessments, RBAir will take account of the Department for Education's guidance:

*'Records of the assessment should be simple and focused on controls. Outcomes should explain to others what they are required to do and help staff with planning and monitoring.'* (Department for Education, *Health and Safety Advice for Schools: Responsibilities and Duties for Schools*, 2022).

RBAir adopts a commonsense and proportionate approach, recognising that risk assessment and management are tools to enable learners to undertake activities safely, not to prevent activities from taking place. Sensible risk management cannot remove all risk, and unnecessary paperwork should be avoided.

Some activities, especially those taking place off site, may carry higher levels of risk. Annual or infrequent activities may only require a review of existing assessments, while new or higher risk activities require a specific assessment of significant risks. The person completing the assessment must understand the activity and the associated risks.

Where a risk assessment is carried out, significant findings must be recorded. Routine activities, such as taking learners to a frequently used local venue, do not require repeated risk assessments beyond ensuring that precautions remain appropriate.

All risk assessments are documented, dated and stored securely, with responsibility assigned to staff familiar with the activity or area. Risk assessments are reviewed regularly, at least annually, and following any incident, accident, or change in activities, learners or facilities.

Control measures identified in each risk assessment are implemented to minimise risk, and staff and contractors are made aware of relevant assessments. Training is provided to ensure compliance and safe practice.

Vulnerable groups, including learners with additional needs, are considered in all risk assessments. The effectiveness of control measures is monitored, and lessons learned are used to update procedures, training and policy.

**Related documents:**

- Risk Assessment Policy
- Incident / Accident Report Form
- Educational/Off-site Visits Risk Assessments
- RBAir Staff Induction Materials
- RBAir Building Checklist / Maintenance Records
- Risk Assessment Templates
- Staff Training Records
- Lone Worker Policy
- Fire Risk Assessment and Evacuation Procedures

## Accidents, incidents (1.1)

All accidents at work, however minor, must be reported to the Head of Centre. If an employee is absent from work as a direct result of an accident, they must inform their line manager as soon as possible.

RBAir is legally required to record all accidents using the online form located in the Staff Hub in SharePoint. Once submitted, the record will go directly to the Head of Centre, who will take appropriate action and store the information in accordance with GDPR requirements.

**Training requirements**
All staff will receive appropriate health and safety training during induction and regular refresher sessions. These include:

- recognising hazards;
- responding appropriately to incidents;
- accident and near-miss reporting procedures;
- accurate recording of accidents and near misses.

First-aid training requirements, procedures and qualified first-aiders are detailed in the First Aid Policy**.**

**Reporting procedures**

- All accidents, however minor, must be reported to the Head of Centre.
- Staff or learners absent due to an accident must notify their line manager as soon as possible.
- All accidents, however minor, must be reported to the Head of Centre.
- Staff absent due to an accident must notify their line manager as soon as possible.
- Learners absent due to an accident must notify their Link Mentor or a member of staff as soon as possible, who will then inform the Head of Centre.
- Near-miss incidents must also be reported to the Head of Centre or the Health and Safety Coordinator. Reporting near misses is encouraged to prevent future accidents.
- For serious incidents, including deaths, major injuries requiring emergency services, multiple casualties or events with significant impact on RBAir's community, refer immediately to the Critical Incident Policy.

**Recording procedures**

- All accidents and near misses will be recorded using the Accident Report Form on the Staff Hub (SharePoint).
- Completed records will be reviewed and actioned by the Head of Centre, then stored securely in accordance with GDPR.

**Investigation and analysis**

- Every accident or serious near-miss will be investigated promptly to determine root causes.
- Investigations will consider environmental factors, equipment, procedures and human factors.
- Lessons learned will be communicated to staff, and any necessary changes to procedures, training or equipment will be implemented to prevent recurrence.
- Accident and near-miss records will be analysed periodically to identify trends, assess risks and implement corrective actions.

**Responsibility and oversight**

- The Head of Centre, in conjunction with RBET trustees, is responsible for reviewing accident reports and following up on required actions.
- Line managers will support investigations and ensure corrective measures are implemented within their areas of responsibility.

**External reporting and parental notification**

- Accidents involving learners will be reported to parents or carers promptly, in line with the severity and nature of the incident.

- Accidents that meet statutory reporting criteria (e.g. RIDDOR in the UK) will be reported to the appropriate external authorities by the Head of Centre or the Health and Safety Coordinator.

**Support for those involved**

- Staff and learners involved in serious accidents will be provided with appropriate support, which may include:
    - first aid and medical attention;
    - counselling;
    - adjustments to work or learning arrangements.

**Continuous improvement**

- All accident and near-miss data will inform health and safety training, policy updates and risk assessments.
- Trends will be monitored, and preventive measures reviewed regularly to ensure continuous improvement in health and safety performance.

**Related documents:**

- Incident Report Forms (Microsoft Forms)
- Accident Report Forms (Microsoft Forms)
- First Aid Policy
- Critical Incident Policy

## First aid (1.1)

RBAir will ensure adequate first-aid provision to meet the needs of staff, learners and visitors across all sites. First-aid provision will be determined through the Centre's first-aid needs assessment and will take account of the number of people on site, the nature of activities undertaken, identified risks, the needs of learners and staff, and the availability of assistance.

Detailed arrangements for first-aid provision, including the number and level of trained first-aiders, first-aid equipment and facilities, first-aid training, emergency procedures, accident and first-aid recording, and arrangements for off-site activities, are set out in the First Aid Policy.

RBAir's current first-aid needs assessment identifies Emergency First Aid at Work (EFAW) provision as appropriate for the current level of risk within the Centre. Where the first-aid needs assessment identifies that a higher level of provision is required, RBAir will ensure that appropriately trained First Aid at Work (FAW) personnel are provided.

First-aid provision includes:

- **Trained first-aiders:** An adequate number of staff trained in first aid to meet the needs identified through the Centre's first-aid needs assessment.
- **Mental Health First Aiders:** Trained staff available to provide initial support and signposting for staff and learners experiencing mental health difficulties. Mental Health First Aiders do not replace clinical or emergency mental health services.
- **First-aid kits:** Located at designated points throughout the building, clearly marked for easy access and checked regularly.
- **AEDs (automated external defibrillators):** Located at designated locations where provided, with their locations communicated to staff and appropriate signage displayed.
- **Spare adrenaline auto-injectors (AAIs):** Held and managed in accordance with the RBET Allergy Policy, First Aid Policy, Anaphylaxis Emergency Protocol and RBAir Centre-Specific Allergy Arrangements. Detailed arrangements for the storage, use and administration of spare AAIs are set out in those documents.

**Training requirements**

RBAir will ensure that staff receive appropriate first-aid training to meet the needs identified through the Centre's first-aid needs assessment. Further details of required qualifications, refresher training and specific medical training are set out in the First Aid Policy and Supporting Learners with Medical Needs Policy.

**Procedures**

In the event of an accident or medical emergency, the appropriate first-aider should be called immediately to assess and manage the situation. Staff must follow the procedures set out in the First Aid Policy and any relevant Individual Healthcare Plan (IHP), emergency protocol or risk assessment.

First-aid arrangements apply during the timetabled day, after-timetable activities and off-site activities including trips and events. The arrangements for off-site first aid are set out in the First Aid Policy.

**Accident and first-aid reporting**

All incidents requiring first aid must be recorded in accordance with RBAir's accident and incident reporting procedures. Detailed arrangements for recording first aid, notifying parents/carers, investigating incidents and determining whether an incident is reportable under RIDDOR are set out in the First Aid Policy and the Accidents and Incidents section of this policy.

**Monitoring and continuous improvement**

First-aid provision will be regularly assessed to ensure that it remains adequate in relation to the number of trained staff, equipment, facilities and procedures. The Centre's first-aid needs assessment will be reviewed at least annually and following any significant change in the nature or level of risk, staffing, learner needs or activities.

Lessons learned from incidents will inform updates to training, first-aid arrangements and policy revisions.

**Related documents:**

- First Aid Policy
- RBET Allergy Policy
- RBAir Centre-Specific Allergy Arrangements
- Anaphylaxis Emergency Protocol
- Supporting Learners with Medical Needs Policy
- Critical Incident Policy
- Accident / Incident Forms
- Training Logs
- Mental Health and Wellbeing Policy

## Serious incident management (1.5)

The Head of Centre, supported by the Assistant Headteacher, is responsible for managing and coordinating responses to serious incidents. Established procedures are in place for evacuation and lockdown, including for off-site activities.

Full procedures for managing critical incidents, including RIDDOR reporting requirements, communication protocols, media handling, post-incident support and review processes, are detailed in the Critical Incident Policy. Staff must be familiar with both this Health and Safety Policy and the Critical Incident Policy to ensure effective emergency response.

### Critical incident management

RBAir's Critical Incident Policy outlines the procedures for managing and responding to critical incidents, aiming to safeguard learners, staff and visitors, ensuring clear lines of communication and effective management of incidents that threaten the safety, security or wellbeing of the RBAir community.

Full procedures for managing critical incidents, including RIDDOR reporting requirements, communication protocols, media handling, post-incident support and review processes, are detailed in the Critical Incident Policy. Staff must be familiar with

both this Health and Safety Policy and the Critical Incident Policy to ensure effective emergency response.

A critical incident is any event which causes significant disruption, distress or danger to learners, staff, visitors or RBAir's operation. An incident might include:

- serious injury or death (on or off site);
- violent or threatening behaviour;
- fire or explosion;
- intruder on site;
- natural disasters (e.g. flood, storm);
- serious health emergencies (e.g. pandemic outbreak);
- missing learner;
- transport accidents during offsite activities;
- localised emergencies affecting RBAir's community;
- cyber security incidents affecting learner or staff safety;
- significant safeguarding incidents;
- sudden death or serious illness of a staff member or learner;
- significant data breach affecting learner or staff personal information;
- serious allegations against staff members (including trainee teachers and contracted staff) that meet the harm threshold;
- serious violence involving weapons or causing serious injury, including incidents where a learner carries, threatens with, or uses a weapon, or expresses intent to do so;
- making or sharing of nudes or semi-nudes (including images that are consensual, non-consensual, or digitally altered/wholly generated by artificial intelligence such as deepfakes);
- incidents involving harmful content generated by artificial intelligence that poses safeguarding risks.

During serious incidents, emergency services are contacted immediately where necessary, and parents/carers are informed promptly through agreed communication channels. Staff and learners receive updates as appropriate, and all press enquiries are directed to the Head of Centre or designated deputy.

Some critical incidents must be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. The Head of Centre (or a Designated Senior Leader) is responsible for determining whether an incident meets RIDDOR criteria and reporting to the HSE as soon as reasonably practicable.

For full details of roles, responsibilities, immediate actions, communication protocols, and reporting procedures, see the Critical Incident Policy.

**Fire safety**

Staff must read, understand and comply with the Fire Safety Policy. They should be familiar with the locations of fire exits, fire extinguishers and assembly points. RBAir has trained Fire Marshals who, with support from SLT, conduct a full fire evacuation drill at least once per term. All drills are recorded in the Building Management Checklist to ensure compliance and preparedness.

**In the event of a fire:**

- Raise the alarm immediately using the nearest fire alarm point.
- Evacuate the building calmly via the nearest safe exit. Do not use lifts.
- Assist learners, visitors, or anyone requiring support in evacuating safely.
- Proceed to the designated assembly point and remain there until instructed otherwise.
- Follow instructions from Fire Marshals and SLT at all times.
- Do not re-enter the building until the 'all clear' is given by the Fire Marshal or emergency services.
- Report any hazards, blocked exits, or issues with fire safety equipment to the Head of Centre or Health and Safety Coordinator.

For full fire safety procedures and equipment maintenance details, see the Fire Safety Policy.

**Personal Emergency Evacuation Plans (PEEPs)**

PEEPs are prepared for staff, learners or visitors who may require additional assistance during an evacuation, including those with disabilities, reduced mobility or other specific needs. Staff with a PEEP must ensure it is up to date and communicate any changes to Fire Marshals and the SLT. During evacuations, staff follow the instructions outlined in the individual's PEEP. PEEPs are reviewed regularly and whenever there is a change in building layout, individual needs or legislation.

**Training and preparedness**

All staff receive annual training on managing serious incidents, including fire, lockdown, natural disasters, violent intruders and health emergencies. Drills for fire, lockdown and other emergency scenarios are conducted at least annually and reviewed for effectiveness. Plans are in place to support vulnerable learners during incidents, including those with medical needs or disabilities, and post-incident emotional and psychological support is provided to all affected.

**Business continuity**

RBET holds and annually updates a Business Continuity Plan (available on request). This provides a risk assessment 'level' for identified emergencies, appropriate action to minimise the risk and action to take should the emergency occur.

**Related documents:**

- Critical Incident Policy
- Fire Safety Policy
- Emergency Evacuation/Lockdown Plan
- RBET Business Continuity Plan
- PEEPs
- Staff Training Log
- Building Management Checklist

## Medical needs and vulnerabilities (1.9)

RBAir ensures that the medical conditions and healthcare needs of both learners and staff are carefully managed and documented in accordance with Section 100 of the Children and Families Act 2014 and the Department for Education's statutory guidance on supporting learners with medical conditions.

**Individual Healthcare Plans (IHPs) and Risk Management Plans (RMPs)**

During the admissions process, parental/carer consent is obtained for first aid, administration of medication and routine medical support where required. Relevant medical information is considered as part of the learner's overall Risk Management Plan (RMP) and, where appropriate, their Individual Healthcare Plan (IHP).

During a learner's first half term, an **RMP** is developed by the Link Mentor and then co-edited and updated at regular intervals by the learner, their Link Mentor and other appropriate staff. The RMP provides an overall assessment of the learner's individual risks and support needs and may include medical, behavioural, safeguarding, emotional, social and other relevant factors.

The **IHP** is maintained for learners with specific medical needs, including conditions such as diabetes, asthma or allergies. An IHP is a medical-support document and is separate from the learner's overall RMP. Where appropriate, the IHP will inform and complement the learner's RMP, particularly where a medical condition creates specific risks or support requirements.

RMPs and IHPs will be reviewed at least annually, or earlier if there is evidence that the learner's needs have changed. These plans are kept securely, regularly reviewed and

updated in collaboration with parents, carers and healthcare providers, where appropriate.

**Medication management**

Medication may be administered to learners during the day whilst they are at the Centre, with parental consent and written records maintained for accountability and safety. Medicines will be stored safely and securely in accordance with the learner's IHP and/or RMP and the nature of the medication. Emergency medicines and devices, such as prescribed asthma inhalers, blood glucose testing equipment and adrenaline auto-injectors, will be readily accessible and must not be stored in a way that would delay their use in an emergency.

**Staff training and support**

Staff who are responsible for supporting learners with medical needs receive suitable and sufficient training to do so. Training is identified during the development or review of IHPs and is kept up to date. This includes emergency procedures for conditions such as anaphylaxis, asthma attack or diabetic emergencies. Mental health first aid and support for emotional vulnerabilities are also provided where necessary.

**Accessibility and accommodations**

Medical conditions and vulnerabilities are considered in all risk assessments and safety plans to ensure that learners and staff can participate safely in all activities. Information regarding medical needs is communicated to relevant staff while maintaining strict confidentiality.

RBAir ensures accessibility and appropriate accommodations for learners with physical disabilities, including the provision of disabled access throughout the sites and necessary adjustments to learning or work environments. New or expectant mothers are supported in line with statutory guidance, and lone workers receive specific health and safety measures tailored to their circumstances.

**Emergency response**

In the event of a medical emergency, staff follow the provision's normal emergency procedures (for example, calling 999). All learners' IHPs clearly set out what constitutes an emergency and explain what to do. If a learner needs to be taken to hospital, staff stay with the learner until the parent/carer arrives or accompany the learner to hospital by ambulance.

For anaphylaxis emergencies, staff will follow the procedures set out in the Anaphylaxis Emergency Protocol, including immediate administration of adrenaline and calling 999.

**Staff medical assessments**

RBAir reserves the right to request that staff attend a medical assessment (Occupational Health referral) at RBAir's expense in the event of long-term ill health, injury, or where issues arise affecting aspects of their work. Express authorisation from the staff member is required before any information may be released. Only information relevant to the ongoing absence or issue will be requested, and reports are kept confidential with restricted access.

For detailed arrangements relating to supporting learners with medical conditions, Individual Healthcare Plans (IHPs), medication, staff training and emergency procedures, see the **Supporting Learners with Medical Needs Policy**. First-aid arrangements are set out in the **First Aid Policy**, with specific arrangements for anaphylaxis set out in the **Anaphylaxis Emergency Protocol** and the **RBAir Centre-Specific Allergy Arrangements** within the First Aid Policy.

**Related documents:**

- Supporting Learners with Medical Needs Policy
- First Aid Policy
- Allergy Policy
- Anaphylaxis Emergency Protocol
- Individual Risk Management Plan (RMP)
- Individual Healthcare Plan (IHP)
- Staff Medical Form

## Control of contractors (1.3)

RBAir ensures that all contractors working on RBAir's premises, whether for large or ongoing projects or for one-off tasks, meet appropriate health and safety standards in line with legal requirements and recognised best practices. Contractors are responsible for their own health and safety and must hold suitable insurance. For larger or regular work, contractors are also required to provide evidence of qualifications, risk assessments, and method statements before commencing work.

RBAir has a limited point of access. Measures are taken by staff to ensure that entry through the 'front door' is always monitored by staff and that no unauthorised persons are allowed access to the building.

RBAir staff ensure that contractors are aware of Centre-specific hazards, such as the Science Room and COSHH cupboard, and communicate expectations for working safely around learners, staff and visitors. Work is scheduled to minimise disruption to normal Centre activities.

Contractors are monitored while on site to ensure compliance with RBAir safety requirements. Any incidents or accidents involving contractors are reported promptly and investigated as necessary. Upon completion of work, contractor arrangements may be reviewed to inform future projects and maintain a safe environment for all.

All contractors and visitors must comply with RBAir's Visitors Policy, including safeguarding expectations and the Visitor Code of Conduct. Contractors must sign in and out at Reception, display visitor lanyards, and follow all site safety and safeguarding requirements. Where contractors have not been DBS checked, they must be supervised at all times in accordance with the Visitors Policy.

## Display screen equipment (2.2)

RBAir ensures that staff using display screen equipment (DSE) or laptops regularly are provided with safe and ergonomic workstations in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

**DSE self-assessment**

All staff who regularly use DSE/laptop for a significant part of the working day must complete a DSE self-assessment form. This helps RBAir identify potential problems and ensure that workplaces and jobs are well designed to minimise any risks associated with DSE use.

**Workstation setup**

Workspaces should be arranged to allow comfortable seating, sufficient legroom, adequate space and minimal glare on screens. Staff should adjust chairs, monitors and input devices to maintain a neutral posture.

To set up your workstation correctly:

- Chair and screen position: Adjust your chair and DSE to find the most comfortable position. As a guide, your forearms should be horizontal and your eyes the same height as the top of the screen
- Space: Make sure you have enough workspace. A document holder may help.
- Lighting: Avoid glare on your screen by not placing your screen directly facing windows or bright lights. Adjust curtains or blinds to block out unwanted light.
- Leg room: Make sure there is enough space under your desk for your legs to move freely.
- Seating: Try to avoid pressure on the back of your legs and knees from your chair. Obtain a footrest if necessary.
- Wrists and keyboard: Try to keep your wrists straight when keying.
- Mouse position: Position the mouse within easy reach to keep the wrist straight when using. Sit upright and close to the desk so as not to overstretch. Support your forearm on the desk, rest your fingers lightly on the buttons and do not press hard.

- Screen settings: Adjust the brightness and controls on your screen and make sure the screen is clean. Adjust the focus on the screen so that it does not flicker or move.
- Breaks: Take regular breaks and adjust your posture regularly.

**Eye tests**

RBAir will reimburse the cost of eye tests, up to a maximum of £25.00 annually (or more frequently if required by an optician), for staff who use DSE regularly as part of their job.

**Reporting issues**

Any issues with DSE equipment or posture should be reported to the Health and Safety Coordinator who will ensure that risk assessments are completed and any necessary adjustments are made.

## Doors, gates and windows (2.3)

RBAir ensures that doors, gates and windows are safe for staff and learners. Steps are clearly marked with yellow to improve visibility, and windows are fitted with restrictors to prevent accidental falls. Fire doors are maintained in accordance with safety regulations to ensure they operate correctly in an emergency.

All entrances, exits and gates are kept clear, accessible and securely fastened where necessary. Emergency exits are clearly marked and easily accessible at all times. Maintenance is carried out regularly to ensure doors and gates operate safely, and any faults or damage must be reported promptly and repaired.

Safety features, such as slow-closing mechanisms or anti-pinch devices, are used where appropriate to reduce the risk of injury, particularly for young learners or those with disabilities. Doors in high-traffic areas are monitored to ensure they do not pose a safety risk. Automated doors are used in accordance with safe operating procedures, and staff and learners are made aware of safe practices for using them.

## Drinking water (2.4)

RBAir ensures that safe drinking water is readily available for staff and learners. Drinking water points are clearly labelled on kitchen taps, and staff and learners are made aware of their locations. Water samples are regularly analysed for legionella as part of the routine maintenance checks carried out by the boiler engineer.

Procedures are in place to address any issues with water quality or equipment promptly. Drinking water is accessible to all learners, including those with disabilities, and is provided during normal Centre activities and any off-site trips. Regular maintenance and hygiene practices help prevent contamination and ensure the water remains safe to drink.

**Related documents:**

- Control of Legionella Policy
- Legionella Risk Assessment

## Electrical installations (2.5)

All electrical installations and systems at RBAir must be regularly inspected, tested and maintained to ensure compliance with safety standards and to minimise the risk of electrical hazards.

**Installation and maintenance**

- All installation, maintenance and repair work on electrical systems must be carried out by qualified and competent personnel only.
- Electrical systems will be installed and maintained in accordance with current regulations and relevant British Standards.
- New or modified installations must be inspected and certified as safe before use.

**Inspection and testing**

- Fixed electrical installations will be inspected and tested at appropriate intervals (normally every five years or as recommended by a qualified electrician).
- Portable appliances will undergo annual Portable Appliance Testing (PAT) to confirm they remain safe for use.
- Records of all tests and inspections will be kept by the Health and Safety Lead.

**Use of electrical equipment**

Staff must:

- check plugs, sockets and cables for defects before use;
- not overload electrical equipment or use it in a manner that could cause overheating;
- switch off or disconnect any equipment that sparks, malfunctions or shows signs of damage. Staff must report such items immediately;
- ensure cables do not trail across floors or become twisted, kinked or crushed;
- disconnect equipment when not in use and keep it clean and dry at all times;

- never touch plugs or sockets with wet hands or attempt to repair faulty equipment.

**Temporary and specialist installations**

- Temporary electrical installations (e.g. for events or performances) must be checked and approved before use.
- In areas with water exposure (such as kitchens and science labs) additional precautions will be taken. Only equipment with suitable protection (e.g. IP-rated fittings) will be used, and Residual Current Devices (RCDs) will be installed where necessary.

**Staff awareness**

- Staff will receive guidance on the safe use of electrical equipment and on recognising and reporting potential electrical hazards.
- Signage will be displayed where appropriate to indicate electrical risks or precautions.
- Learners will be reminded regularly of the dangers of tampering with electrical systems or equipment.

**Isolation and emergency procedures**

- Electrical systems must be safely isolated before any maintenance or repair work takes place.
- Only authorised personnel may reset or re-energise electrical systems once it is confirmed safe to do so.

**In the event of an electrical emergency:**

- Power must be isolated immediately.
- The issue must be reported to the Health & Safety Lead, providing details of the affected system, the nature of the problem, and any actions already taken.
- The Health & Safety Lead will ensure that any required internal reporting is completed (e.g., accident or incident forms).
- If necessary, the issue will be reported to external authorities or regulators (e.g., HSE in the UK), depending on the severity.
- The Health & Safety Lead will also make recommendations to prevent future occurrences.

**Reporting procedure for electrical hazards**

- Any faults, damage or potential hazards must be reported immediately to the Head of Centre or the Health and Safety Lead.
- All issues will be recorded and investigated promptly, and equipment must not be used until it has been checked and cleared by qualified personnel.

**Related documents:**

- Maintenance and Inspection Records
- Electrical testing certificates

## Cleaning (2.6)

RBAir ensures that hygienic conditions are maintained throughout all Centres through scheduled cleaning routines. High-touch areas, such as door handles and light switches, are prioritised for frequent cleaning.

**COSHH and hazardous substances**

Cleaning staff follow safe procedures when handling all cleaning products, including those stored in the Cleaning Cupboard, and are provided with appropriate personal protective equipment (PPE), such as gloves and masks.

Cleaning chemicals are managed under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, with all substances stored securely, clearly labelled and used according to manufacturer instructions. Spillages and accidents involving chemicals are dealt with immediately following established procedures, including the use of spill kits where necessary.

Safety Data Sheets (SDS) are accessible for all hazardous substances in both the Science Room and Cleaning Cupboard.

**Cleaning schedules and monitoring**

Cleaning schedules are organised to minimise disruption to normal Centre activities and ensure that learners, staff and visitors are not exposed to hazards. Proper waste disposal is carried out during and after cleaning tasks to maintain safety and hygiene. The effectiveness of cleaning is regularly monitored, including adherence to COSHH control measures, to reduce risks and maintain a safe environment.

**Hazardous areas**

Science room:

- Chemicals are handled only under supervision with appropriate PPE.

Cleaning cupboard:

- Cleaning staff follow COSHH procedures in all areas, using PPE and safe handling practices.
- All hazardous substances are stored securely.

**Training**

All staff handling hazardous substances receive appropriate training, covering:

- COSHH regulations

- Safe use and storage of chemicals
- Emergency procedures
- Correct use of PPE

**Emergency procedures**

- Spillages are contained and cleaned immediately using the correct procedures.
- First aid is provided in line with chemical-specific guidance.
- Accidents, near-misses or dangerous incidents are reported to the Head of Centre and logged for review, with control measures updated as necessary.

For full details of COSHH risk assessments, substance-specific control measures and detailed emergency procedures, see the COSHH Policy.

**Related documents:**

- COSHH Policy
- COSHH Inventory
- SDS Sheets
- COSHH Risk Assessments
- Cleaning Cupboard Risk Assessment

## Sanitary and washing facilities (2.7)

RBAir is committed to providing adequate, clean and accessible sanitary and washing facilities for all staff and learners. These facilities will be maintained to a high standard to promote hygiene, comfort and dignity throughout the Centre.

**Provision and standards**

- Sufficient toilet and washing facilities will be provided for staff and learners in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992, Regulations 20–23.
- Facilities will be appropriately located, ventilated and supplied with adequate lighting, hot and cold water, soap and drying provisions.
- Separate facilities will be provided for staff and learners, with additional privacy arrangements where necessary.

**Cleaning and maintenance**

- Toilets and wash areas will be cleaned regularly in accordance with an agreed cleaning schedule.
- The Health and Safety Coordinator will ensure that cleaning standards are maintained and that facilities remain hygienic and in good working order.
- Any faults, damage or hygiene issues must be reported immediately and rectified as a priority.

**Supplies and restocking**

- Soap and paper towels / hand dryers will be checked daily and replenished as required to ensure continuous availability.
- Cleaning and maintenance staff are responsible for reporting any shortages or equipment faults to the Health and Safety Coordinator for prompt action.

**Accessibility and adaptation**

- Sanitary facilities will meet the needs of all learners, including those with disabilities.
- Accessible toilets will be provided in accordance with the Equality Act 2010 and designed to ensure ease of use, safety and dignity.
- Where required, adaptations will be made for individuals with medical conditions or specific needs.

**Privacy and dignity**

- All sanitary facilities will be designed and maintained to provide privacy and dignity for users.
- Doors and locks will be kept in good condition and repaired promptly if damaged.

**Hand hygiene promotion**

- Hand hygiene is actively promoted among learners.
- Staff will encourage regular handwashing, and hygiene posters or visual reminders will be displayed in appropriate areas.

**Sanitary waste disposal**

- Sanitary waste will be disposed of safely and hygienically in accordance with relevant health, safety, and environmental regulations. Suitable sanitary bins will be provided in all appropriate facilities and emptied regularly by a licensed waste contractor.

**Monitoring and reporting**

- The cleanliness and functionality of all sanitary and washing facilities will be monitored routinely by staff and cleaning personnel.
- Any issues, including plumbing faults or water supply problems, must be reported immediately to the Health and Safety Lead.
- Immediate action will be taken to resolve such issues to ensure that facilities remain safe, hygienic and fully operational.

## Floors and traffic routes (2.8)

RBAir ensures that floors and traffic routes within its Centres are maintained in good condition and kept free from hazards in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

**Floor maintenance**

Damaged or uneven floors are repaired promptly to reduce the risk of slips, trips and falls. Wet or slippery floors are managed immediately using appropriate signage (e.g. 'Wet Floor' signs) and cleaning procedures to prevent accidents. Floors are cleaned using appropriate methods and materials to maintain a safe, non-slip surface.

**Indoor traffic routes**

Traffic routes indoors are:

- kept clear of obstructions at all times;
- clearly marked where necessary;
- wide enough to allow safe passage;
- well-lit to ensure visibility;
- free from trailing cables or other trip hazards.

Fire exits and emergency routes must never be blocked or obstructed.

**Outdoor traffic routes**

Outdoor paths and routes are maintained to reduce risks from adverse weather conditions, including:

- gritting or salting in icy conditions;
- clearing leaves and debris;
- repairing uneven surfaces;
- ensuring adequate drainage to prevent standing water.

Measures are taken to ensure accessibility for learners with mobility issues, including maintaining level access routes and ensuring dropped kerbs are clear.

**Pedestrian and vehicle safety**

During drop-off, pick-up, and other times when pedestrians and vehicles share space, staff implement supervision and safe management practices to prevent collisions. This includes:

- designated drop-off and pick-up zones;
- clear separation of pedestrian and vehicle routes where possible;
- staff supervision during busy periods;
- managing group movement.

The safe movement of large groups, for example during fire drills or assemblies, is carefully managed to minimise risk. Staff ensure that:

- routes are clear before group movement;
- learners move in an orderly manner;
- adequate supervision is provided;
- vulnerable learners receive appropriate support.

**Reporting and action**

Staff and learners are encouraged to report hazards or obstructions on floors and traffic routes immediately to the Health and Safety Lead. Prompt action is taken to address any issues identified, including:

- immediate cordoning off of hazardous areas;
- temporary repairs or warning signage;
- permanent repairs scheduled as required.

**Related documents:**

- Maintenance and Inspection Records
- Risk Assessment Policy

## Lighting (2.9)

RBAir ensures that all working and learning areas are adequately lit to maintain safety, reduce eye strain and support concentration in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

**Natural and artificial lighting**

Natural light is maximised in teaching and learning spaces and staff workspaces wherever possible. Artificial lighting is arranged to minimise glare or shadowing, especially around display screens and in the Science Room. Lighting levels are appropriate for the tasks being undertaken in each area.

**Emergency lighting**

Emergency lighting is installed in key areas, including:

- Exit routes
- Stairwells
- Corridors
- Assembly points

Emergency lighting is regularly tested to ensure it is fully functional in the event of a power failure, with tests recorded in maintenance logs.

**Outdoor lighting**

Outdoor lighting is provided around the Centre's entrances and pathways to maintain safety during early mornings and evenings, particularly during winter months.

**Maintenance and inspection**

All lighting fixtures are subject to scheduled inspections and maintenance to ensure they remain in good working order. Energy-efficient lighting is used where possible without compromising appropriate illumination levels. Corridors, stairwells and other high-traffic areas are checked regularly to ensure sufficient lighting to prevent trips and falls.

**Staff responsibilities**

Staff are made aware of the importance of maintaining good lighting and must report any issues promptly to the Health and Safety Lead, including:

- flickering or faulty lights;
- inadequate lighting levels;
- broken or damaged light fittings;
- areas of excessive glare.

Staff are trained to recognise and report faulty or inadequate lighting and understand the location and function of emergency lighting systems.

**Related documents:**

- Maintenance and Inspection Records
- Emergency Lighting Test Records

## Kitchen areas (2.10)

RBAir ensures that all staff and learner kitchen areas are maintained to a high standard of hygiene and safety in accordance with the Food Safety Act 1990 and the Food Hygiene (England) Regulations 2013.

**Hygiene and cleaning**

Cleaning schedules are implemented to keep surfaces, appliances and utensils sanitary. All staff and learners are expected to follow safe food handling practices, including handwashing before handling food.

**Food storage and safety**

All food stored or prepared in the kitchens is managed to maintain appropriate temperatures and prevent contamination. Fridge temperatures are monitored daily and recorded to ensure food safety. Food waste is collected in lined bins, emptied regularly and stored safely until disposal.

**Allergen management**

Allergen information is communicated clearly where necessary, and staff are trained to support learners with special dietary requirements or allergies.

**Equipment and maintenance**

Kitchen equipment and facilities are regularly inspected and maintained to ensure they are safe to use. Any faults must be reported immediately to the Health and Safety Lead.

**Access and safety**

Access to kitchen areas is controlled, and traffic flow is managed to prevent overcrowding or hazards during busy periods.

**Training**

Staff receive training on food hygiene and safe use of kitchen appliances. Any audits or inspections relating to hygiene are acted upon promptly.

**Oversight**

The Health and Safety Lead oversees hygiene, safety and maintenance of kitchen areas, ensuring that procedures are followed and any issues addressed.

**Related documents**:

- COSHH Policy
- First Aid Policy
- Supporting Learners with Medical Needs Policy
- Cleaning Schedules and Records
- Fridge Temperature Logs

## Resting and eating meals (2.11)

RBAir provides designated kitchen and rest areas for staff and learners to ensure a safe, clean and comfortable environment for meals and breaks. Staff have access to facilities to safely store and reheat food, with fridges regularly monitored and temperatures recorded daily to maintain food safety. Learners have supervised access to kitchen areas, with procedures in place to manage safe food handling and hygiene.

Meal areas are cleaned regularly and checked to ensure surfaces are free from spills, hazards or contamination. Seating arrangements are sufficient to provide comfort, and spaces are accessible to all learners and staff, including those with medical needs, dietary restrictions or mobility challenges. Healthy eating is promoted through guidance and support for staff and learners during mealtimes.

Food-related waste is managed with clearly designated bins and regular disposal to prevent pest infestations or hygiene risks. Waste disposal procedures are overseen by staff responsible for the maintenance of the kitchen areas.

Staff and learners are instructed in the correct use of kitchen and rest areas, including hand hygiene, safe use of appliances, and reporting of any hazards. All rest and meal areas are maintained in line with accessibility standards to ensure equitable use by all.

**Related documents:**

- Supporting Learners with Medical Needs Policy
- Cleaning Schedules and Records
- Fridge Temperature Logs

## Waste management (2.12)

RBAir ensures that waste across all Centre areas is managed safely and hygienically in accordance with the Environmental Protection Act 1990 and the Hazardous Waste (England and Wales) Regulations 2005.

**Waste segregation and storage**

Waste is segregated appropriately into general, recyclable and hazardous categories, with clear labelling and storage in designated, secure areas to prevent contamination, accidental exposure or pest activity. General waste and recycling are managed with clearly marked bins throughout the Centre.

**Staff training**

Staff are trained in the correct handling and disposal of general, recyclable and hazardous waste, including chemicals from the Science Room and cleaning substances.

**Hazardous waste**

Hazardous waste is handled following COSHH guidelines and disposed of via approved contractors in accordance with the Hazardous Waste (England and Wales) Regulations 2005. This includes:

- chemicals from the Science Room;
- cleaning substances;
- any other substances classified as hazardous under the COSHH Regulations 2002.

**Medical and biological waste**

Medical or biological waste from first-aid incidents is contained and removed according to statutory guidance, with records kept for accountability.

### Confidential waste

Confidential or sensitive documents are disposed of securely through shredding or approved confidential waste contractors in accordance with data protection requirements.

### Collection and monitoring

Collection schedules are organised to prevent waste build-up and maintain hygiene. The effectiveness of waste management procedures is regularly monitored through inspections.

### Promoting good practice

Staff and learners are provided with guidance on reducing waste and promoting recycling, with reminders and supervision to reinforce correct practices.

### Reporting

Any incidents or concerns regarding waste handling must be reported immediately to the Health and Safety Lead, with follow-up actions documented.

**Related documents:**

- COSHH Policy
- Cleaning Schedules and Records

## Workplace environment (2.13)

RBAir ensures that its Centre's classrooms, offices and workspaces are maintained at a comfortable and safe standard for staff and learners in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

### Temperature and ventilation

Temperature is monitored and controlled through heating systems to provide a conducive environment for learning and work. The Workplace (Health, Safety and Welfare) Regulations 1992 require a minimum temperature of 16°C in workrooms (or 13°C where physical work is undertaken).

Natural ventilation is used where possible to maintain fresh air, and windows and vents are regularly checked to ensure they function correctly. Air quality is maintained through regular cleaning, adequate ventilation and monitoring in areas prone to poor airflow.

### Workspace organisation

Rooms are kept tidy and free from clutter to minimise trip hazards and promote a positive working environment. Staff workspaces are organised to support good ergonomics, with adjustable chairs and desks provided where necessary.

### Safe systems of work

RBAir requires all staff to adopt safe systems of work at all times to minimise risks and maintain a safe environment. The following standards apply to all work activities:

- Equipment must only be used for the purpose for which it is designed or intended.
- Equipment or chemicals must not be used unless appropriate training or instruction has been received.
- Ladders with more than three steps must only be used by trained staff and, where feet will be placed above one metre from the floor, with the support of a colleague.
- Manufacturer or supplier guidelines must always be followed when using equipment or materials.
- Defective equipment must not be tampered with. Faults must be reported immediately to the Health & Safety Lead.
- Equipment must be handled with care and not subjected to rough use.
- Fire exits and stairs must never be blocked.
- Fire extinguishers must not be used to prop open doors; all fire doors must remain closed.
- Work areas must be kept tidy and free from unnecessary clutter.

These practices apply to all staff, learners and contractors, and form part of RBAir's commitment to maintaining a safe and well-managed workplace.

**Environmental hazards**

Environmental hazards, such as damp, mould or pests, are identified during routine inspections and addressed promptly to prevent health risks. Measures are in place to ensure spaces are accessible and safe for individuals with specific health needs, including learners with respiratory conditions such as asthma.

**Asbestos**

RBAir's buildings have undergone safety inspections prior to use, and there is no evidence of asbestos present in the building. Staff, learners and visitors are therefore not exposed to asbestos-related risks.

**Wellbeing and inclusivity**

RBAir promotes a welcoming and inclusive environment, supporting the wellbeing of all staff and learners through clean, safe and appropriately maintained spaces. Staff are informed of procedures to report environmental concerns or hazards to the Health and Safety Lead, who will take immediate action to resolve issues.

**Stress management**

RBAir recognises that excessive pressure or workload can lead to stress, which may impact both mental and physical health. Staff experiencing stress are encouraged to contact the Head of Centre or a member of SLT for support. Staff can also access the

Employee Assistance Programme (EAP) and report stress-related concerns to the Head of Centre or SLT.

**Personal possessions**

RBAir's insurance policies do not cover the loss of personal possessions while at work. Staff are asked to take care of their belongings during office hours. Any loss or damage should be reported immediately to the Head of Centre.

**Related documents:**

- Cleaning Schedules and Records
- COSHH Policy
- Risk Assessment Policy
- Individual Healthcare Plans (IHP)
- Mental Health and Wellbeing Policy

## Security (2.14)

RBAir operates a limited point of access. Staff ensure that entry through the main entrance and side gate is always monitored, with controlled door access in place. Visitors are required to sign in using the iPad 'Sign-In App' at reception and are never left unsupervised while on site. Regular contractors are DBS-checked before being allowed on site.

CCTV is positioned at the front of the building, covering the entrance and car park, to support security monitoring. CCTV usage complies with data protection requirements, with recordings stored securely and only accessible to authorised personnel.

An intruder alarm is operated outside of Centre hours to protect the premises. Secure fencing is in place around the site to prevent unauthorised access.

During drop-off and pick-up times, staff supervise entry and exit points to ensure the safety of learners. All staff are trained to respond to security alerts and lockdown procedures and must remain vigilant at all times.

Procedures are in place to respond to security breaches or unauthorised access, including immediate reporting to the Health and Safety Lead, containment of the situation, and involvement of emergency services if required. Staff are responsible for reporting any security incidents, which are then investigated and documented to prevent recurrence.

Security policies, including access control, visitor management, and response procedures, are reviewed regularly and updated to address emerging threats or

concerns. All staff are expected to comply with these policies to maintain a safe and secure environment for learners, staff and visitors.

**Related documents:**

- Exclusion Policy
- Use of Reasonable Force Policy
- RBET CCTV Policy
- Emergency Evacuation and Lockdown Procedures
- DBS Check Policy
- Safer Recruitment Policy

## Tree management (2.15)

RBAir manages the large conifers on its Centre premises in Milton, Cambridge, to ensure they do not pose a safety risk to learners, staff or visitors. Regular pruning and maintenance are carried out by qualified contractors who follow RBAir health and safety requirements, including holding appropriate insurance and using safe working practices.

Inspections focus on identifying dead or damaged branches and other hazards, and any maintenance or incidents are documented and stored centrally. Emergency procedures are in place to respond to unexpected hazards, such as branches breaking during adverse weather.

## Driving for work (3.1)

Staff who drive as part of their work must hold a valid driving licence, ensure their insurance covers business use and maintain an up-to-date MOT. Vehicles must be maintained in a roadworthy condition, with checks for tyres, brakes, lights and essential fluids conducted before use.

**Key requirements**

- When transporting learners, at least two staff must be present in the vehicle to ensure safety and supervision.
- Staff must follow safe driving practices, including adhering to speed limits, avoiding distractions and adjusting driving for adverse weather conditions.
- Staff are responsible for ensuring that any personal vehicle used for work purposes is safe and compliant with legal requirements.
- Staff are expected to take appropriate rest breaks and avoid driving if fatigued.

**Reporting**

All accidents, near-misses, or traffic violations must be reported promptly using the RBAir Incident Report Form. The Head of Centre reviews these reports and implements any necessary follow-up actions.

For full details on driver checks, vehicle requirements, journey planning, and safety procedures, see the Driving for Work Policy.

**Related documents**

- Driving for Work Policy
- Driving for Work Risk Assessment
- Risk Assessment Policy
- Incident Report Form

## COSHH (Control of Substances Hazardous to Health) (3.2)

RBAir recognises the potential risks associated with hazardous substances in areas such as the Science Room and Cleaning Cupboard and complies with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended) and associated health and safety legislation.

**Risk assessment**

COSHH risk assessments are carried out for all hazardous substances, identifying hazards, assessing risks and establishing control measures to protect staff, learners, visitors and contractors. Risk assessments are reviewed regularly, particularly when new substances are introduced or changes occur in their use.

**Storage and handling**

Hazardous substances are stored securely in locked cupboards, clearly labelled and organised according to compatibility, and in accordance with manufacturer guidance. Appropriate PPE must be worn when handling chemicals. Ventilation is used where necessary to minimise exposure.

Safety Data Sheets (SDS) are accessible in the Science Room and Cleaning Cupboard and are kept under regular review.

Training

All staff who handle hazardous substances receive training in safe handling, storage, use of PPE, spill response procedures and disposal in line with COSHH requirements. Cleaning staff and science teachers are trained according to the substances they are likely to encounter.

**Emergency procedures**

Spillage procedures must be followed immediately in accordance with COSHH risk assessments and Safety Data Sheets (SDS). First aid procedures for chemical exposure are implemented as outlined in the SDS.

**Monitoring and compliance**

A regular inventory of hazardous substances is maintained to monitor usage, quantities and storage locations. Contractors working on RBAir premises are expected to comply with COSHH regulations and provide evidence of safe handling procedures when using chemicals.

The Head of Centre ensures the effectiveness of COSHH control measures and oversees regular review of risk assessments, training and procedures.

Further detail, including COSHH risk assessments, substance-specific control measures and disposal procedures, is set out in the COSHH Policy.

**Related documents**

- Supporting Learners with Medical Needs Policy
- First Aid Policy
- Science Room Risk Assessment
- Cleaning Cupboard Risk Assessment
- Risk Assessment Policy
- COSHH Policy

## Legionnaires' disease (3.3)

RBAir manages and monitors water systems to prevent Legionella bacteria in accordance with the Health and Safety Executive (HSE) Approved Code of Practice L8 (Legionnaires' disease: The control of legionella bacteria in water systems), HSG274 guidance, and the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

**Risk assessment**

Risk assessments are carried out by a competent and qualified water hygiene service company. These identify potential sources of exposure, assess water temperatures and system conditions, and ensure that the design, operation and maintenance of water systems remain safe. Risk assessments are reviewed when required, including following significant system changes or operational adjustments.

**Control measures**

Water systems are managed in line with HSE L8 and HSG274 guidance. Water outlets are regularly flushed, with infrequently used outlets flushed weekly and sentinel outlets flushed monthly. Hot water is maintained above 50°C and cold water below 20°C, with thermostatic mixing valves ensuring safe delivery temperatures at outlets.

Records of flushing, temperature monitoring, maintenance and any remedial actions are maintained in the Legionella Logbook.

**Training**

Staff responsible for water system management receive training in flushing procedures, temperature monitoring, record keeping and emergency procedures. Contractors working on water systems are required to comply with relevant legionella control guidance and provide evidence of safe working practices.

**Emergency response**

If Legionella is detected or suspected, affected outlets are immediately isolated and the water hygiene service provider is notified. Appropriate remedial actions, including disinfection, are undertaken in accordance with HSE guidance. The system is not returned to use until post-treatment testing confirms it is safe.

Where necessary, alternative water supplies and hygiene arrangements are provided to ensure the safety of staff and learners.

**Review**

The effectiveness of legionella control measures is reviewed regularly to ensure compliance with HSE L8 and HSG274 guidance. Procedures are updated where required to reflect changes in legislation, guidance or system operation.

Further detail, including roles and responsibilities, monitoring schedules and detailed procedures, is set out in the Control of Legionella Policy.

**Related documents**

- Control of Legionella Policy
- Legionella Risk Assessment

## Manual handling (3.4)

RBAir recognises that manual handling tasks can pose risks to staff and learners and is committed to reducing the risk of injury through appropriate assessment, training and control measures.

**Risk assessment**

All manual handling tasks are subject to a risk assessment. High-risk tasks, such as moving furniture, equipment or other heavy items, are identified, and control measures are implemented to reduce risk. Risk assessments are reviewed whenever tasks change, new equipment is introduced or personnel involved in the task change.

**Training**

All staff receive appropriate training in safe manual handling techniques during induction, with refresher sessions provided regularly. Training includes awareness of proper lifting techniques, posture and the importance of seeking assistance when tasks exceed personal capability. Staff are supervised and guided to ensure they understand and follow safe practices.

**Control measures**

Where possible, manual handling risks are reduced by using appropriate equipment, such as trolleys, lifting aids and ergonomic supports. Tasks are planned and organised in advance to minimise lifting, carrying, pushing or pulling heavy objects. Staff and learners are encouraged to request assistance whenever a manual handling task is beyond their ability.

**Safe manual handling practices**

Incorrect handling of objects is a major cause of injury and can result in muscle strain, musculoskeletal injuries, and broken or fractured bones. You can prevent pain and injury by following these steps:

- Plan the job: Make sure that your route is clear and that you can rest and unload safely.
- Check the object: Check for sharp/uneven edges and decide how best to hold the object.
- Get a good grip: Wear suitable gloves with grip to protect your hands from sharp edges if necessary.
- Wear safety shoes where appropriate.
- Get help if the load is too heavy or awkward for you to lift easily.
- Lift with your legs, NOT your back: Assume a comfortable stance with your feet shoulder width apart and lift smoothly, keeping the object close to the body.
- Minimise lifts above the shoulder and below the knee.
- Ensure good vision: Make sure you can see where you are going.
- Don't twist your body: Move your feet to change direction.
- Bend your knees when unloading and keep your back straight.
- Keep fingers and feet clear to avoid crushing incidents when putting objects down.

**Reporting**

All manual handling incidents, injuries or near-misses must be reported promptly using the RBAir incident reporting system. Reports are reviewed by the Head of Centre or designated Health and Safety Lead to identify trends and inform any updates to risk assessments or control measures.

**Review**

Manual handling risk assessments and procedures are reviewed regularly, and immediately following any incident or change in activity, to ensure ongoing compliance and safety.

**Related documents:**

- Incident Report Form
- RBAir Induction App
- RBAir Health and Safety training App
- Manual handling Risk Assessments

## Working at height (3.5)

**RBAir's approach**

RBAir does not require staff to undertake work at height. Any work at height, such as maintenance, repairs or installations requiring ladders, scaffolding or elevated platforms, is carried out by qualified contractors who hold appropriate certifications and insurance.

**Use of step stools and low-level access**

Staff may use step stools (three steps or fewer) for routine tasks such as accessing storage or display materials. Before use, staff must:

- check the step stool is in good condition;
- ensure it is placed on a stable, level surface;
- maintain three points of contact when using it;
- never overreach or stand on the top step.

Any step stools or low-level access equipment showing signs of damage must be removed from use immediately and reported to the Health and Safety Lead.

**Contractors**

All contractors working at height on RBAir premises must:

- provide evidence of appropriate training and qualifications;
- conduct their own risk assessments;
- use appropriate equipment and safety measures;
- comply with the Work at Height Regulations 2005.

Work areas are cordoned off and learners are kept away from areas where contractors are working at height.

**Reporting**

Any incidents, near-misses or hazards related to working at height must be reported via the RBAir incident reporting system and reviewed by the Health and Safety Lead.

**Related documents:**

- Working at Height Risk Assessment
- Ladder Safety Policy

- Incident Report Form

## Confined spaces (3.6)

RBAir does not have any areas that meet the strict legal definition of confined spaces. However, there are several restricted-access areas within the Centre where safety risks are managed and access is controlled.

- **Boiler cupboards (2 locations):**
  Located at the entrance and another site within the Centre, these cupboards are secured and clearly marked, with access limited to authorised staff and contractors only. Risks such as heat, electrical components and slips/trips are controlled through risk assessments, regular inspections and adherence to manufacturer maintenance guidelines. Contractors must comply with RBAir's safety requirements while on site.

- **Mumble rooms:**
  Situated on the first floor of the Centre, this is a small, private space used for online teaching and learner exam spaces. It is designed for single occupancy only, with adequate ventilation and fire safety measures in place. Risks are mitigated by ensuring clear access/egress, appropriate workstation setup (DSE assessment) and regular monitoring by staff to prevent isolation concerns.

- **Store cupboards (including understairs and ground floor):**
  These walk-in cupboards are secured with keys, and shelving is installed on multiple walls. Access is restricted to authorised staff only. Items are stored safely to avoid overloading shelves or creating falling-object hazards. Good housekeeping is maintained to ensure clear walkways, and risk assessments are reviewed regularly.

All restricted-access areas are subject to periodic risk assessments and reviews, particularly when equipment, usage or layout changes.

**Related documents:**

- Plant Room Risk Assessment
- Fire Safety Policy

## Noise (3.7)

**Noise management**

RBAir recognises that excessive or prolonged noise can impact concentration, wellbeing and hearing health. RBAir operates in a generally quiet environment, and

steps are taken to ensure that noise levels remain safe and comfortable for all staff and learners.

**General approach**

- Noise from nearby premises will be monitored and any concerns will be addressed promptly.
- Any building or maintenance work that may generate excessive noise will be scheduled outside the timetabled day or during holidays to avoid disruption.

**Risk assessment**

- Noise considerations are included as part of general risk assessments for classrooms and activities.
- Activities or equipment that may generate higher noise levels will be reviewed, and control measures (such as limiting exposure time or adjusting the layout) will be implemented if necessary.

**Staff and learner awareness**

- Staff and learners will be encouraged to maintain a calm environment and to report any concerns about noise.
- Staff will be informed of the potential effects of prolonged or excessive noise and the procedures to manage any issues.

**Noise from external sources**

- If external noise becomes disruptive, RBAir will take appropriate steps, such as liaising with neighbours or using temporary measures like closing windows and doors, to maintain a suitable learning environment.

**Monitoring and review**

- Any reported concerns about noise will be reviewed as part of routine health and safety checks.
- Formal noise monitoring will only be undertaken if a potential risk is identified.
- This section of the policy will be reviewed annually or following any changes to Centre activities or nearby developments that could affect noise levels.

## Vibrations (3.8)

**Vibration risk management**

RBAir does not carry out activities that expose staff, learners or contractors to significant vibration.

Any work that could cause vibration, such as building or maintenance tasks, is scheduled outside the timetabled day or during holidays to minimise disruption and risk.

The Health and Safety Lead will ensure that any tasks that cause vibration are properly planned; appropriate risk assessments and safe working practices are followed if such work is required in the future.

Procedures will be reviewed as necessary to maintain safety in line with best practice and relevant regulations.

## Work equipment – machinery (4.1)

**Work equipment – machinery**

RBAir has a limited range of machinery on site, primarily office and kitchen equipment, such as shredders, printers and other electronic devices. All machinery is used in a manner that ensures the safety of staff and learners.

**Maintenance**

- All machinery is maintained in line with manufacturer guidance.
- Regular checks are carried out to ensure equipment remains safe to use.
- Any faults or defects must be reported immediately to the Health and Safety Lead and addressed before the equipment is used again.

**Training and supervision**

- Staff receive training in the safe operation of all machinery they use.
- Learners only use machinery under direct supervision, with guidance on safe handling and operation.

**Safety controls**

- Appropriate guards or protective devices are in place where necessary.
- Staff are instructed on safe use, including correct start-up, operation and shutdown procedures.
- Emergency shutdown and isolation procedures are in place and communicated to all relevant staff.

**Risk assessment and review**

- Machinery risks are assessed as part of RBAir's general risk assessments.
- Risk assessments are reviewed periodically and updated in line with best practice or when new equipment is introduced.
- Personal protective equipment (PPE) is provided where required, and staff are instructed on its correct use.

**Compliance**

- Staff are responsible for following safe operating procedures and reporting any concerns.

- The Health and Safety Lead monitors compliance and ensures that safe working practices are maintained.

## Work equipment – storage shelving (4.2)

RBAir ensures that all storage shelving, including cupboards, is safe, properly installed and suitable for the items stored.

**Installation and maintenance**

- Cupboard shelving is installed securely and checked regularly for stability, wear and damage.
- Weight limits for shelving are clearly labelled, and staff are instructed not to exceed these limits.
- Any faults or damage must be reported immediately to the Health and Safety Lead and addressed before further use.

**Training and safe use**

- Staff are instructed on the safe loading and unloading of shelving.
- Overloading or unsafe stacking is avoided to prevent items falling.
- Storage areas are kept tidy to reduce the risk of trips, falls or other injuries.

**Hazardous materials**

- Any hazardous materials stored in cupboards are kept securely and in line with relevant safety guidance.
- Staff are trained in safe handling and storage procedures for these materials.

**Risk assessment and review**

- Storage shelving safety is included in routine risk assessments.
- The safety, condition and use of shelving are reviewed periodically and updated as needed.

## Work equipment – office equipment (4.4)

RBAir ensures that all office equipment, including computers, printers, shredders and photocopiers, is maintained and safe to use.

**Maintenance**

- Office equipment is maintained in line with manufacturer guidance and checked regularly to ensure safe operation.
- Any faults, malfunctions or damage must be reported immediately to the Health and Safety Lead and addressed before further use.

**Safe use and ergonomics**

- Staff are provided with guidance on the safe and ergonomic use of office equipment, including correct posture, screen height and workstation setup.
- Adjustable furniture is available to meet individual ergonomic needs.
- Prolonged use of display screen equipment (DSE) is managed with guidance on regular breaks and proper workstation arrangement to reduce the risk of repetitive strain injuries (RSI).

**Electrical safety**

- Electrical cables, plugs and sockets are managed to prevent trips, falls or electric shocks.
- Staff are instructed not to overload sockets or use damaged equipment.

**Disposal and recycling**

- Old or broken office equipment is disposed of or recycled safely in line with environmental and health and safety guidance and in accordance with the procedures outlined in the Waste Management (Section 2.12).

**Monitoring and review**

- Office equipment usage, maintenance and safety procedures are reviewed regularly to ensure ongoing compliance with health and safety standards.
- Staff are encouraged to report any concerns or suggestions to the Health and Safety Lead.

**Related documents:**

- Risk Assessment
- Accident Form
- Electrical Equipment Testing Records

## Work equipment – pressure systems (4.5)

RBAir recognises that pressure systems, such as boilers or gas appliances, can pose risks if not properly managed. Any boilers or gas appliances on site are serviced on an annual basis to ensure safe and efficient operation. Where properties are leased, boiler servicing may be the responsibility of the landlord.

Risk assessments are carried out in accordance with the RBAir Health and Safety Policy to identify potential hazards associated with pressure systems. This includes evaluating the condition, operation and location of boilers and associated plant, and implementing controls to minimise the risk of accidents such as bursts, leaks or other failures.

Access to the Plant Room and any pressure systems is restricted to authorised personnel only. Staff are informed of safe procedures for operating and monitoring these systems, although no specific training is provided for general staff. Contractors

and external engineers are required to follow safety regulations and comply with relevant health and safety procedures when working on pressure systems.

Pressure systems are securely isolated during maintenance or when not in use, and routine inspections are carried out to ensure they remain within safe operating limits. Emergency procedures are in place to respond to any failures or malfunctions.

RBAir regularly reviews and updates the management of pressure systems, including maintenance schedules, risk assessments and associated safety policies, to ensure ongoing compliance with health and safety standards.

**Related documents:**

- Boiler and Gas Appliance Servicing Records
- Risk Assessment Records
- Maintenance Logs

## Garden equipment (4.7)

**Garden and outdoor areas**

RBAir ensures that garden and outdoor areas, including seating areas and gardening tools, are safe, accessible and well-maintained for staff and learners.

**Risk assessment and safety checks**

- Risk assessments are carried out to identify hazards such as uneven surfaces, trip hazards, damaged furniture or gardening tools.
- Garden furniture and tools are regularly inspected and maintained to ensure they remain safe for use.
- Any damage, defects or hazards must be reported immediately to the Health and Safety Lead and addressed promptly.

**Safe use and supervision**

- Staff supervise learners when using outdoor areas and when any tools are in use.
- Staff receive guidance on the safe handling and storage of gardening tools.
- Learners only use tools under direct supervision and with appropriate instructions.

**Controls and risk management**

- Outdoor surfaces and furniture are maintained to reduce the risk of trips, slips or falls.
- Gardening tools are stored safely when not in use to prevent accidents.
- Activities in outdoor areas are managed to reduce risks during adverse weather or periods of reduced supervision.

**Monitoring and review**

- Safety procedures for outdoor areas and gardening activities are reviewed regularly as part of routine risk assessments.
- Staff are encouraged to report any concerns or incidents, and lessons learned are incorporated into updated guidance.

**Related documents:**

- Risk Assessment
- Accident Form
- First Aid Policy

## Science teaching (5.1)

RBAir ensures that all science-related activities and experiments are conducted safely and in line with current health and safety regulations, including the Health and Safety at Work etc. Act 1974 and the Control of Substances Hazardous to Health Regulations 2002.

**Risk assessment and planning**

Before any practical activity, a risk assessment is carried out to identify potential hazards and establish appropriate control measures. RBAir is signed up to CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services), which provides guidance, resources and templates to support safe science teaching practices.

**Equipment and maintenance**

All science equipment is maintained and checked prior to use, with regular inspections carried out where required. Specialist equipment, such as microscopes or small-scale laboratory apparatus, is only used under controlled conditions and direct supervision.

**Supervision and training**

Staff are trained in the safe handling of chemicals, equipment and protective gear. Learners are closely supervised at all times during practical activities.

**Personal protective equipment (PPE)**

Appropriate PPE, including gloves and goggles, is provided and must be worn in accordance with COSHH and safety guidance.

**Chemical management**

Hazardous substances are stored securely in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations 2002. Safety Data Sheets (SDS) are readily available to staff and must be consulted prior to any experiment. Procedures for the safe disposal of chemicals are strictly followed to minimise risk.

**Emergency response**

Procedures are in place to respond promptly and safely to accidents or incidents, including chemical spills or minor burns, ensuring that staff can manage any issues effectively and report them appropriately through the RBAir incident reporting system.

**Review**

Science safety protocols and risk assessments are reviewed regularly to ensure continued compliance with health and safety standards, incorporating CLEAPSS guidance and updates to equipment, activities or best practice where necessary.

**Related documents:**

- COSHH Policy
- Science Risk Assessment Records
- CLEAPSS Guidance and Resources
- Incident Report Form

## Design and Technology teaching (5.2)

RBAir does not run formal Design and Technology lessons, but practical activities such as whittling are carried out under controlled conditions with appropriate risk assessments in place in accordance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

**Equipment and maintenance**

All tools used are maintained and checked before use to ensure safety. Sharp or potentially hazardous tools are stored securely when not in use. Any incidents, damage or concerns with equipment must be reported to the Health & Safety Lead or Coordinator immediately for action.

**Supervision and instruction**

Staff provide supervision and guidance to learners at all times. Learners are instructed in the safe use of tools, including correct handling techniques and the importance of remaining focused during activities.

**Control measures**

The risk of injury is managed through:

- careful planning of activities and adherence to established safety procedures;
- using appropriate spaces;
- maintaining safe distances between learners;
- ensuring that activities are conducted in small, supervised groups;
- appropriate PPE where necessary.

**Review**

Risk assessments are regularly reviewed and updated to reflect best practice and to ensure ongoing compliance with RBAir's Health & Safety Policy.

**Related documents:**

- Risk Assessments
- Accident Form
- First Aid Policy

## PE teaching (5.3)

Learners participate in supervised outdoor activities and small-group games such as basketball or football. All activities are conducted in accordance with individual risk management plans and covered by activity-specific risk assessments to ensure safety.

**Supervision and safety protocols**

Staff supervising these activities are trained to follow safety protocols, including:

- ensuring appropriate footwear and clothing;
- managing weather-related risks;
- monitoring the environment for hazards;
- recognising and responding to common injuries that may occur during play.

**Equipment**

All equipment used, including items such as balls or portable goals, is checked for safety prior to use. Any damaged or unsafe equipment must be removed from use immediately.

**First aid and reporting**

First-aid provisions are available during all activities. Any accidents, injuries, or near-misses must be reported immediately in accordance with RBAir's Health and Safety Policy.

**Review**

Risk assessments and activity procedures are regularly reviewed and updated to ensure ongoing compliance with RBAir's Health and Safety Policy and to reflect the specific needs of individual learners.

**Related documents:**

- Individual Learner Risk Management Plans (RMP)
- Activity-specific Risk Assessments

- Incident Report Form
- First Aid Policy

## Educational / off-site visits (5.4)

RBAir ensures that all off-site visits are planned and conducted safely through comprehensive risk assessments tailored to each activity in accordance with the Health and Safety at Work etc. Act 1974 and relevant health and safety guidance.

**Planning and approval**

All visits are approved through the internal visit approval system before they take place. Activities are selected to match learners' abilities, and visits are planned well in advance to allow for thorough preparation.

**Parental consent and medical information**

Parental consent and relevant medical information are obtained in advance for every learner. Individual Risk Management Plans (RMPs) and medical needs are reviewed and considered in planning.

**Risk assessment**

Comprehensive risk assessments are completed for each activity, including:

- the venue and activities planned;
- travel arrangements;
- supervision ratios;
- emergency procedures;
- weather and environmental factors;
- specific needs of individual learners.

Where possible, pre-visits are conducted to assess venues and identify potential hazards.

**Staffing and supervision**

Staff involved in off-site visits receive guidance on health and safety responsibilities, emergency procedures and first-aid provisions. Supervision ratios are maintained according to the needs of the learners, with consideration for medical or special requirements. At least one member of staff with current first-aid training accompanies each visit.

**Transport**

Appropriate transport is used, and vehicle safety is confirmed before travel in accordance with the Driving for Work Policy. When transporting learners, at least two staff members must be present in the vehicle.

All journeys must be recorded, including:

- Date and time of travel
- Names of staff and learners on board
- Vehicle details
- Any incidents or issues observed during the journey

This ensures transparency, accountability, and compliance with RBAir's Health and Safety procedures.

**Emergency procedures**

Staff carry emergency contact information for all learners and have access to mobile phones. Emergency procedures are briefed to all staff and learners before departure. RBAir maintains contact details for the visit leader and is informed of any changes to plans or timings.

**Reporting**

Any accidents, injuries, incidents or near-misses during off-site visits must be reported immediately following RBAir health and safety procedures.

**Review**

Policies and procedures for educational visits are regularly reviewed and updated to align with best practices and ensure ongoing safety. Post-visit evaluations are completed to identify lessons learned and improve future planning.

**Related documents:**

- Educational/Off-site Visits Policy
- Learner Risk Management Plans (RMP)
- Activity-specific Risk Assessments
- Incident Report Form
- First Aid Policy
- Driving for Work Policy

## Outdoor and adventurous activities (5.6)

RBAir ensures that all outdoor and adventurous activities are planned with safety as a priority.

**Risk assessment and planning**

Comprehensive risk assessments are carried out for each activity, considering:

- environmental factors;
- equipment use;
- individual learner needs;
- weather conditions;
- venue-specific hazards.

Learners' medical conditions and Risk Management Plans (RMPs) are reviewed in advance to ensure safety.

**Venue selection and provider checks**

When using external providers, RBAir ensures that:

- providers hold appropriate public liability insurance;
- staff at the venue are appropriately qualified and trained;
- the venue has its own risk assessments and safety procedures in place;
- the venue complies with relevant health and safety legislation;
- equipment is regularly inspected and maintained to industry standards.

**Supervision and staffing**

Staff receive guidance on managing the risks associated with these activities, including supervision, first aid and emergency procedures. Appropriate supervision ratios are maintained, and at least one member of staff with current first-aid training accompanies each activity.

**Equipment and personal protective equipment (PPE)**

Equipment provided by the venue is checked and maintained according to provider standards. Learners are supported to use PPE, such as harnesses and helmets, correctly. Staff ensure that PPE fits properly and is used in accordance with venue guidance.

**Adaptations and monitoring**

Activities are adjusted for weather or other environmental conditions to ensure ongoing safety. Staff continuously monitor learners during activities and intervene if safety concerns arise.

**Reporting**

Any accidents, injuries, incidents or near-misses during outdoor and adventurous activities must be reported immediately following RBAir health and safety procedures.

**Review**

Risk assessments and safety procedures are reviewed and updated regularly to reflect best practice and any changes in activities, venues or learner needs.

**Related documents:**

- Learner Risk Management Plans (RMP)
- Activity-specific Risk Assessments
- Incident Report Form
- First Aid Policy
- Educational/Off-site Visits Policy

## Farm visits (5.7)

RBAir occasionally takes learners to farms, including alpaca farms and other agricultural settings. All visits are subject to comprehensive risk assessments to identify potential hazards, including physical and biological risks, in accordance with health and safety legislation and HSE guidance on preventing or controlling ill health from animal contact at visitor attractions. Additional precautions follow HSE farm safety guidance, covering hand hygiene, supervision, safe interaction with animals, and awareness of machinery and uneven terrain.

**Risk assessment**

Risk assessments consider:

- animal-related risks (bites, kicks, allergic reactions);
- biological hazards (e coli, zoonotic diseases);
- physical hazards (uneven ground, machinery, water features);
- environmental factors (weather, mud, slurry);
- individual learner needs and medical conditions.

**Venue selection and provider checks**

Before visiting a farm, RBAir ensures that:

- the farm has appropriate public liability insurance;
- the farm has its own risk assessments and safety procedures;
- hand-washing facilities with soap and clean water are available;
- the farm follows industry guidance on visitor safety;
- animals are appropriately managed and supervised by farm staff.

**Hygiene measures**

To prevent infection from animal contact, the following hygiene measures must be followed:

- learners must wash their hands thoroughly with soap and water after touching animals, before eating or drinking, and before leaving the farm;
- hand sanitiser is not a substitute for handwashing after animal contact;
- learners must not eat, drink or put their hands in their mouths while in animal contact areas;
- any cuts or grazes must be covered with waterproof dressings;
- learners must not kiss animals or put their faces close to animals.

**Supervision and safety**

Staff supervising these visits are trained to manage learner safety, ensure appropriate hygiene and follow each learner's Risk Management Plan (RMP). Learners are closely monitored and controlled access is maintained to prevent unauthorised interaction with animals or farm equipment.

Any tools, chemicals or animals at the host farm are managed by the farm, and learners are instructed to always follow safety guidance provided by farm staff.

**Clothing and equipment**

Learners must wear:

- appropriate footwear (closed-toe shoes or boots);
- clothing suitable for outdoor and farm environments;
- sun protection or waterproofs as appropriate for weather conditions.

**Medical considerations**

Learners' medical conditions and allergies are reviewed in advance. Particular attention is given to learners with:

- asthma (exposure to hay, straw or animal dander);
- allergies to animals;
- compromised immune systems;
- skin conditions.

Parents/carers are informed in advance of the farm visit to allow them to raise any concerns.

**First aid and emergency procedures**

First-aid provisions are in place, and at least one member of staff with current first-aid training accompanies each visit. Emergency procedures are followed as required to maintain the safety of all participants. Staff carry emergency contact information for all learners and have access to mobile phones.

**Reporting**

Any accidents, injuries, incidents or near-misses during farm visits must be reported immediately following RBAir health and safety procedures.

**Review**

Farm visit risk assessments and procedures are reviewed regularly and updated to reflect best practice and any changes in venues or learner needs.

**Related documents:**

- Educational/Off-site Visits Policy
- Off-site Visit Risk Assessment
- Accident Form
- First Aid Policy
- Learner Risk Management Plans (RMP)

## RBAir pets (5.8)

RBAir does not keep permanent pets but occasionally hosts animal visitors, including dogs. All visits are risk-assessed in advance to ensure the safety of learners and staff. Interactions are supervised, and hygiene measures, including handwashing, are enforced. Staff are aware of any allergies or phobias, and rules for safe interaction are communicated to all participants.

Emergency procedures and first-aid provisions are in place to manage any incidents, and animal access to classrooms and eating areas is controlled to maintain safety and hygiene.

**Related documents:**

- Accident form
- Animal Visitors Risk Assessment
- First Aid Policy