

Health, Safety, Risk Assessment & Welfare Policy

Applies to:

- The whole school along with all activities provided by the school, including those outside of the normal school hours;
- All staff (teaching and support), the Directors and volunteers working in the school.

In our school the term 'staff', in the context of safeguarding, is inclusive of all staff and is also inclusive of students on placement, contractors, agency staff, volunteers and the Proprietor.

Related Documents:

- Anti-Bullying Policy
- Behaviour Policy
- Educational Visits and Offsite Activities Policy
- First Aid Policy
- Health and Safety Law Poster
- Online Safety Policy
- Safeguarding Policy
- Safer Recruitment Policy
- Equality and Diversity Policy
- Whole-School COVID Risk Assessment (if one is required in the future)

Availability:

- The Health, Safety, Risk Assessment & Welfare Policy, along with relevant procedural documents, are provided either in hard copy or electronically to all new employees and volunteers before commencing work at Radnor House Sevenoaks. They are required to state that they have read and understood such documents and confirm this by signing the Policies Register.
- This policy is made available to parents, staff and pupils in the following ways: via the school website, and on request a copy may be obtained from the school Reception Desk.

Monitoring and Review:

- The Board of Directors undertake a formal annual review of the Health and Safety Policy.

Signed:



Fraser Halliwell
Head
August 2023



Dr Colin Diggory
Chairman of the Board of Directors

1 Introduction

- 1.1 Radnor House Sevenoaks is required to set out the Health and Safety arrangements in a written Health and Safety policy. DfE November 2018 *Health and Safety: Responsibilities and Duties for Schools* requires the employer to have:
- (a) a general statement of policy;
 - (b) who is responsible for what (delegation of tasks);
 - (c) arrangements to establish, monitor and review measures needed to meet satisfactory Health and Safety standards.
- 1.2 In accordance with the Health and Safety at Work Act 1974:
- (i) The employer (Radnor House Sevenoaks Limited) is responsible for Health and Safety, although tasks may be delegated to staff;
 - (ii) employees also have the duty to look after their own and others' Health and Safety. Employers, school staff and others also have a duty under common law to take care of pupils in the same way that a prudent parent would.
- 1.3 The overall and final responsibility for Health and Safety is that of Radnor House Holdings (Sevenoaks) Limited. In order to effectively discharge its duties Radnor House School (Holdings) Limited has appointed a Board of Directors.
- 1.4 The Board of Directors has delegated the day-to-day running of the school, including responsibility for the health and safety of pupils and staff, to the Head and the Finance and Operations Director. They have a key role in making sure risks are managed effectively on site, and have established a Health and Safety Committee, whose Chair is the school's Estates Manager.
- 1.5 The Estates Manager has been appointed as the 'competent person' vis a vis health and safety in the school who, by virtue of their skills, knowledge and experience gives sensible guidance about managing health and safety risks at the school and oversees day-to-day compliance with relevant statutory guidance and legislation. He is responsible for ensuring this and other health and safety policies are put into practice.
- 1.6 The Radnor House Sevenoaks policy is achieved by the establishment of an effective Health and Safety management system within the school. This involves the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. The reporting lines for Health and Safety may on occasions differ in some ways from those reporting lines that are applicable for any other issues and concerns, an example of which are the Safeguarding Policy and Procedures. On matters of Health and Safety the Estates Manager reports to the Board of Directors, through the Group Finance Director.
- 1.7 The Estates Manager, when delegating responsibility for carrying out a particular Health and Safety function to employees, must ensure that the persons are aware of the duty, know how they are expected to perform it, and are provided with any necessary information, instruction, training and supervision and resources (including time). In addition, suitable measures for monitoring performance standards must be in place.

2 General Statement of Health and Safety Policy

- 2.1 Radnor House School Limited notes the provisions of the Health and Safety at Work etc Act 1974, which places responsibilities on all our staff and in so doing conducts its employment in such a way as to ensure, so far as is reasonably practicable, that persons who are and also persons who are not in its employment, but who may be affected by it, are not exposed to unacceptable risks to their Health and Safety. The aim of Radnor House Limited is to provide a safe and healthy working and learning

environment for staff, pupils and visitors believing that the prevention of accidents, injury or loss is essential to the effective operation of the school and is part of the education of its pupils.

- 2.2 The arrangements outlined in this policy statement and the various other safety provisions made by Radnor House Limited cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. Radnor House Sevenoaks will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or while taking part in school sponsored activities. All areas are maintained under the control of the Estates Manager in a condition that is safe. This includes providing means of access to and egress from the place of work.
- 2.3 The Health and Safety Executive (HSE) enforces Health and Safety law relating to the activities of independent schools and would normally take action against the proprietor if circumstances necessitated. However, in some circumstances, for example where an employee failed to take notice of the Board's policy or Estates Manager's directions in respect of Health and Safety, the HSE may take action against the employee as well or instead.
- 2.4 Arrangements are made for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances. Procedures are formulated for use in case of fire and evacuation of the school premises. Procedures are identified and followed in case of accident. Safety is considered within the curriculum and is taught as part of pupils' duties as appropriate. Provision is ensured so that there is sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own Health and Safety whilst ensuring that they have access to Health and Safety training as appropriate or as and when provided.
- 2.5 With regard to the welfare, health and safety of pupils in our school, we take into consideration:
- safeguarding arrangements including safe recruitment and recording procedures, effective arrangements for child protection and the training and development of staff so that children can be safe in school;
 - procedures to eliminate bullying and promote a safe environment and the prevention and tackling of all forms of bullying and harassment, including cyber-bullying and prejudice-based bullying related to special educational need, sexual orientation, sex, race, religion and belief, gender reassignment or disability;
 - the systematic and consistent management of behaviour, including the use and recording of rewards and sanctions, including written policies to promote good behaviour;
 - the provision of a safe and secure school environment, including the elimination of potential risks to pupils' welfare, health and safety both on and off-site, including particular attention, where relevant, to the health and safety of pupils with priority needs
 - the systematic and consistent management of procedures to reduce the risk of fire and comply with fire safety regulations
 - how effectively the arrangements for pupils' care in the event of sickness, accident or injury are implemented
 - how our pupils are supervised during school hours;
 - the effectiveness of the school's monitoring and recording systems for pupils' attendance and punctuality;
 - how well the school reviews admission arrangements and makes adjustments to ensure the accessibility of the school's premises and curriculum for all pupils ;
 - the way we teach children how to understand and respond to risk, for example risks associated with extremism, new technology, substance misuse, knives and gangs, relationships (including sexual relationships), water, fire, roads and railways;
 - the views expressed by pupils, and different groups of pupils, on welfare, health and safety,

respect for, and courtesy towards others and their views on harassment, racism, homophobia and different types of bullying and

- the views of parents and carers, staff, Directors and others .

2.6 We have policies and audit procedures relevant to our responsibilities, duties and arrangements for Health and Safety along with a system for assessing risks on all the tasks and activities we do and the areas and locations we do them in. Where appropriate, controls and procedures are put into place to ensure these risks are as low as reasonably practicable. We have a risk assessment file documenting this.

3 Responsibilities of the Board of Directors:

The Board of Directors of Radnor House School (Holdings) Limited, acting via the Head and Finance and Operations Director, are ultimately responsible for ensuring the implementation of this policy within Radnor House Sevenoaks. In particular they will:

- monitor the effectiveness of the Health and Safety Policy and the safe working practices described within it and revise and amend it on a regular basis as necessary;
- prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills to take place at least once a term and for the outcome to be recorded to facilitate improvement;
- ensure that all staff and parents are made aware of any risks identified and of the systems and procedures we put in place to deal with these risks;
- make arrangements to draw the attention of all staff employed at Radnor House Sevenoaks to school and departmental safety policies and procedures together with any other safety guidelines and information issued by the relevant authorities;
- ensure that the InVentry system is used to record the arrival and departure of all visitors.;
- make arrangements for the implementation of accident reporting procedures and draw these to the attention of all staff at the school as necessary;
- ensure that regular safety inspections are undertaken;
- arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe;
- ensure that any defect in the fabric of the building is attended to immediately or as appropriate, referred to the Board in committee whilst ensuring in the interim that arrangements are made to limit the risk identified;
- monitor through the Estates Manager the activities of contractors, hirers and other organisations present on site as far as it reasonably practical;
- identify any member of staff having direct responsibility for particular safety matters or specifically delegated to assist in the management of Health and Safety at Radnor House Sevenoaks. Such delegated responsibility must be defined as appropriate;
- identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, pupils and others, while providing a healthy and safe environment for pupils to enjoy learning;
- make themselves familiar with the requirements of the Health and Safety at Work etc Act 1974 and any other Health and Safety legislation and codes of practice that are relevant to the work of the school, in particular the Management of Health and Safety and Work Regulations 1999;
- ensure that all our staff have been carefully selected to meet our requirements for the health, safety and security of the pupils in our care, including compliance with the Kent Safeguarding Children Partnership locally agreed inter-agency procedures and Safer Recruitment in Education guidance and HM Government Guidance "Working Together to Safeguard Children" 2022;
- provide employees with information, instruction, safe working practices, supervision and training to ensure they are competent to carry out their tasks;
- minimise cases of injury and work related ill health and to investigate accidents and incidents that might have resulted in harm to employees;

- seek support from and consult with employees on matters concerning their Health and Safety;
- provide safe equipment, safe play areas, safe access and egress and maintain them in good order;
- have a clear understanding on actions to take in the event of any emergencies;
- train all staff in the particular Health and Safety issues that affect pupils;
- ensure that activities undertaken by the school both on and away from school site are risk assessed and safely managed;
- adopt and maintain an effective policy, organisation and arrangements for the provision of Health and Safety throughout the school;
- comply with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*;
- hold regular meetings that include Health and Safety as a fixed agenda item;
- ensure duty rotas take into consideration both regulatory and best practice staffing ratios for the age range of the school community (EYFS -Year 13); and
- ensure specific controls and procedures are in place for the safety of the pupils in our care from the point of arrival to the point at which they depart.

4 Duties of the Chairman of the Health and Safety Committee

- 4.1 The Board of Directors has established a Health and Safety Committee, whose Chairman is a member of the Board of Directors. The Chairman has a particular responsibility for Health and Safety matters at Radnor House Sevenoaks, including ensuring adequate representation of staff on the Health and Safety Committee.

5 Duties of the Estates Manager

- 5.1 The Head and the Finance and Operations Director delegate day to day responsibility for Health and Safety matters to the Estates Manager. The Estates Manager acts as the focal point for day to day references on safety and gives advice, and/or indicates sources of advice, obtaining, where necessary, external advice. The following, which is not an exhaustive list, includes:

- carrying out the role of the Chairman of the Health and Safety Committee in the implementation, monitoring and development of this policy within Radnor House Sevenoaks;
- monitoring general advice given by appropriate authorities on safety matters and advising on its implementation at Radnor House Sevenoaks along with co-ordinating arrangements for the design and implementation of safe working practices within Radnor House Sevenoaks;
- investigating any specific Health and Safety problem identified within Radnor House Sevenoaks and taking or recommending remedial action as appropriate such as a method of working ceasing on Health and Safety grounds on a temporary basis subject to further consideration by the Board of Directors;
- ensuring that regular safety inspections of Radnor House Sevenoaks and its activities are carried out, with recommendations on methods of solving any problems identified;
- ensuring that staff control of resources, both financial and other, giving due regard to safety co-ordination arrangements for the dissemination of information and instruction of employees, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained;
- monitoring the Health and Safety Policy, ensuring that all employees and other persons involved with the school have knowledge of it and are carrying out their duties in accordance with it;
- keeping up to date with current legislation and informing other staff and volunteers as appropriate;
- making the arrangements and ensuring implementation of the annual regulatory and best

practice Health and Safety inspections;

- carrying out the role of the Chairman of the Health and Safety Committee in producing, implementing and monitoring Health and Safety procedures, including a risk assessment strategy, emergency plans and the collating of accident and incident information;
- carrying out the role of the Chairman of the Health and Safety Committee in organising regular fire drills, recording them formally in the Fire Drill Log Book, which is kept in Reception, along with ensuring that the fire drill instructions are in all rooms;
- ensuring that all Fire Safety policies and procedures are implemented including the external and internal fire safety audits and inspections;
- involving, via the academic staff, pupils in the Health and Safety of the school;
- ensuring that regular visitors observe the school's safety rules;
- familiarising visitors with school's Health and Safety rules as part of their induction;
- have a clear understanding on actions to take in the event of any emergencies; and
- ensuring that the procedures and practices identified in the Appendix to this policy are in place.

5.2 Additionally, the Estates Manager is also responsible for:

- ensuring that the *Health and Safety Law Poster* that summarises our responsibilities is kept up to date and posted in the Reception area, and elsewhere as is appropriate;
- ensuring the *Health and Safety Organisational Chart* is kept up to date and is placed in appropriate locations around the premises, along with updating the Health and Safety notice board in the Staff Room;
- liaising with external contractors on matters of Health and Safety.

5.3 Additionally, as part of ensuring, so far as reasonably practicable, the health and safety of all employees irrespective of age, the Estates Manager must consider certain matters regarding young or vulnerable people, for example apprentices working in the school.

Definitions of young people and children by age:

- A young person is anyone under 18, and
- A child is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16.

Young people employed by the school will not be exposed to risk due to:

- lack of experience
- being unaware of existing or potential risks and/or
- lack of maturity

The Estates Manager will consider:

- the layout of the workplace
- the physical, biological or chemical agents they will be exposed to
- how they will handle work equipment
- how the work and processes are organized
- the extent of health and safety training needed
- risks from particular agents, processes and work

6 Responsibilities and Duties of all Staff towards pupils and others in their care

6.1 The Health and Safety at Work etc Act 1974 states:

'It shall be the duty of every employee while at work to:

- (a) to take reasonable care for the Health and Safety of himself and of any persons who may be affected by his acts or omissions at work, and
- (b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to

enable that duty or requirement to be performed or complied with.'

The Act also states:

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.'

In addition, teachers and other staff in schools have a common law duty to act as any prudent parent would do when in charge of pupils. All staff will make themselves familiar, and ensure compliance with, the requirements of the Health and Safety at Work etc Act 1974 and any other Health and Safety legislation and codes of practice relevant to their work.

6.2 All members of staff are responsible for the Health and Safety arrangements in relation to staff, pupils, volunteer helpers and visitors under their supervision. In particular, they must monitor their own work activities and take all reasonable steps to:

- exercise effective supervision over all those for whom they are responsible;
- be aware of and implement safe working practices and personally to set a good example;
- identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- provide written job instructions, warning notices and signs as appropriate;
- provide appropriate protective clothing and safety equipment as necessary and ensure that it is used as required;
- minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- evaluate promptly and, where appropriate, take action on criticism of Health and Safety arrangements;
- provide the opportunity for discussion of Health and Safety arrangements;
- investigate any accident or incident where personal injury could have arisen and take appropriate corrective action;
- provide for adequate instruction, information and training in safe working methods and recommend suitable 'off the job' training;
- where any member of staff considers that corrective action is necessary, but that action lies outside the scope of their authority, they should refer the matter to the Estates Manager.

6.3 All employees will, so far as is reasonably practicable:

- take reasonable care for Health and Safety of themselves and of any person who might be affected by their acts or omissions at work;
- co-operate with the Board, Estates Manager and other relevant authorities in meeting statutory requirements, not interfere with or misuse anything provided in the interests of health, safety and welfare;
- make themselves aware of all safety rules, procedures and safe working practices applicable to their posts (when in doubt they must seek immediate clarification from the Estates Manager);
- ensure that tools and equipment are in good condition and report any defects to the Estates Manager;
- use the correct equipment and tools for the job and any protective equipment, protective clothing or safety devices that may be supplied;
- ensure that offices, general accommodation and vehicles are kept tidy and clean;
- ensure that any accidents, whether or not an injury occurs and any potential hazards are reported immediately to the Estates Manager;
- be familiar with this Health and Safety Policy and all safety arrangements including those for fire, first aid and other emergencies as laid down by the Board;
- ensure that Health and Safety regulations, rules, routines and procedures are being applied

effectively;

- carry out/be aware of hazard identification and risk assessments as appropriate for their area of work;
- take part in Health and Safety training as required;
- inform their line manager if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.);
- only undertake any task for which they have been trained and are competent or confident of undertaking safely. If they are in any doubt they must seek further advice;
- take reasonable care of their own Health and Safety and that of any other persons (staff, pupils, visitors, etc.) who may be affected by their acts or omissions at work;
- to observe standards of dress consistent with safety and/or hygiene;
- to exercise good standards of housekeeping and cleanliness;
- to know and apply the emergency procedures in respect of fire and first aid;
- co-operate fully, as a legal duty, with their employer on Health and Safety matters, including following safe systems of work and not interfering with or misusing anything provided for their health, safety or welfare;
- ensure that all tools, plant, machinery and equipment are adequately guarded, are in good and safe working order and are not used by unauthorised persons or in an improper manner;
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with their written risk assessment;
- report any defects that they observe in the premises, plant, equipment and facilities and take action to ensure no one is put at risk;
- report all accidents and near misses immediately, whether injury is sustained or not, using the appropriate procedure, and recording these events on an Accident Report form;
- promote and achieve high standards of Health and Safety and suggest improvements and ways and means of reducing risks;
- use and not wilfully misuse, neglect or interfere with things provided for their own safety and/or the safety of others; co-operate with other employees in promoting improved safety measures in their school to co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority;
- act as a prudent parent when in charge of pupils, as they have a duty to under common law;
- ensure pupils attending off-site activities are clearly checked in and out.

6.4 Employees should follow any Health and Safety procedures put in place by their employer. However if they feel that the procedure is inappropriate (e.g. it is too bureaucratic) they should discuss this with their employer and request that it is reviewed. The Estates Manager will work with the employer to ensure that the procedures at the school are proportionate, effective and appropriate. Whenever an employee is aware of any possible deficiencies in Health and Safety arrangements, he/she must draw these to the attention of the Estates Manager.

6.5 All members of Staff will be asked to sign a form annually to indicate they have read and will comply with the Health and Safety procedures of Radnor House Sevenoaks.

7 Staff Holding Posts/Positions of Special Responsibility

These staff:

- have a general responsibility for the application of the Board's safety policy to their own area of work and are directly responsible to the Estates Manager for the application of existing safety measures and procedures within that area of work;
- follow the advice or instructions given by the Estates Manager including complying to the relevant parts of this statement;

- will, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances (e.g., chemicals, boiling water, duplicating fluid, guillotines);
- will resolve any Health and Safety problem any member of staff may refer to them and refer to the Estates Manager any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- will carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Estates Manager;
- will ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work;
- will, where appropriate, seek the advice and guidance of the Estates Manager or any relevant adviser appointed by the Board;
- will propose to the Estates Manager requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

8 Standard Working Practices

8.1 Our standard working practices include:

- ensuring that the InVentry System to record the arrival and departure all visitors is completed;
- ensuring all staff are trained in the particular Health and Safety issues that affect pupils;
- ensuring all employees and volunteers are in receipt of the Health and Safety Policy prior to commencing their employment or voluntary support for the school;
- arranging and encourage audits, fire risk and safety inspections from external authorities in order to check that what we are doing and the way we are doing it is right;
- ensuring registers (in and out) are kept of pupils attending, for example Late Registration;
- overseeing our own system of regular checks and monitoring procedures to ensure that our Health and Safety arrangements are maintained in an effective manner;
- ensuring the school has direct access to sources of competent people and up to date guidance in all matters of Health and Safety;
- making arrangements, where appropriate, for the training of various persons to assist in carrying out the requirements of the school's Health and Safety Policy and Procedures;
- ensuring specific controls and procedures are in place for any external visits or outings anywhere, including an emergency contact/medical form for each child;
- ensuring specific controls and procedures are in place for ensuring that pupils do not have access to any medicines, foods or drinks to which they are allergic. Details of these and any formal registration forms are provided in a separate document and are given to all staff and;
- ensuring all visitors wear badges with yellow lanyards when on school premises and they are supervised at all times.

8.2 As well as having general responsibilities/duties, all members of staff also have responsibility for:

- ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times; and
- for upholding the day to day maintenance and development of safe working practices and conditions, for teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school.

The Chairman of the Health and Safety Committee will take reasonable, practicable steps to achieve this and assign clear safety functions to other members of staff as appropriate.

9 Risk Assessment

- 9.1 Risk assessment and risk management are the terms used to describe the process of thinking about the risks of any activity and taking steps to counter them.
- 9.2 The Estates Manager will ensure that regular written risk assessments are undertaken of premises, methods of work and all school sponsored activities whether on or off site. These must be reviewed following changes in circumstances or personnel or in accordance with agreed timetables.
- 9.3 A regular programme of planned assessments is to be completed. In high-risk areas, risk assessments should be reviewed termly. In other activity areas, risk assessments should be reviewed on an annual basis.
- 9.4 Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures.
- 9.5 The results of all risk assessments will be reported by the Estates Manager to the Head/Board of Directors who will prioritise issues and assign resources to undertake remedial/control measures where required.
- 9.6 Appropriate training is given to ensure that risk assessment and risk management are effective: see Section 14 following.
- 9.7 There is a specific fire risk (prevention) policy maintained by the Estates Manager.
- 9.8 For further information about risk assessments in the school, see Appendix A.

10 Pupils

- 10.1 All pupils are expected, within their expertise and ability to:
 - Exercise personal responsibility for the safety of themselves and their fellow pupils
 - Observe standards of dress consistent with safety and/or hygiene, which would preclude unsuitable footwear, clothing and articles considered dangerous
 - Observe all the safety rules of Radnor House Sevenoaks and in particular, the instructions of teaching staff in the event of an emergency
 - Use and not wilfully misuse, neglect or interfere with things provided for safety purposes, e.g. safety equipment in the swimming pool area.
- 10.2 The curriculum: we teach the pupils about Health and Safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate pupils in this regard in the normal school curriculum. We teach pupils respect for their bodies and how to look after themselves. We discuss these issues with the pupils in Personal, Social, Health and Economic Education (PSHEE) along with Citizenship lessons, reinforcing these points in Science, where pupils also learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons. Health and Safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Our school promotes Spiritual, Moral, Social and Citizenship education. Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time (or equivalent) to help pupils discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.
- 10.3 Safeguarding and Child Protection: the school has a full and detailed separate Safeguarding Policy. If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the Head and/or the school's Designated Safeguarding Lead (DSL) about their concerns. It is the Board's policy for the school to comply with the Kent County Council Child Protection Procedures. We require all adults and volunteers working in the school to comply with the Safer Recruitment Procedures.
- 10.4 Supervision of pupils: in addition to this being built in to the day-to-day working practices at Radnor House Sevenoaks, we also have a separate policy that clearly states the school's approach. We make a professional judgement taking into consideration the age of the pupils and activities in which they are engaged. No pupil is to be allowed unattended into areas of the school which could be deemed

hazardous and classrooms where hazardous substances or equipment are stored for teaching purposes will be used solely for the purpose of teaching lessons and remain locked at all other times.

11 Behaviour of Any Person on the School Premises

- 11.1 Our school has a written policy setting out the behaviour expected of all people on the premises and the procedures that will happen when the school wishes to restrict a person's access to school premises because such a person is causing a nuisance or disturbance.
- 11.2 A person who has been banned from entering school premises is trespassing if he or she does so without permission.

12 Theft or Other Criminal Acts

- 12.1 The Head will investigate any incidents of theft involving pupils. If there are serious incidents of theft from the school site, the Head will inform the police and record the incident. Should any incident involving physical violence against a teacher occur, this must be reported to the Head immediately.

13 Arrangements for the Comfort and Well-Being of Pupils and Staff

- 13.1 The following arrangements are specifically put in place to try to ensure that pupils are as happy and comfortable as possible whilst on our premises. We also like to make sure that our staff have the right environment in which to teach and supervise.
- Our premises are kept warm during cold weather through the use of easily adjustable, safe heating systems.
 - Our windows are designed to be safe and to allow sufficient light through to provide a bright and cheerful environment.
 - Where possible, doors have safe vision panels fitted
 - Our floors are designed to minimise the likelihood of slips and trips, and are regularly checked to make sure they are free from obstacles along walkways and are not damaged.
 - Our hot water supply is maintained at a temperature to prevent accidental scalding.
 - We have a separate lockable room for the storage of any items we consider to be potentially harmful if accessed by pupils and lockable cabinets for smaller items.
 - We have safe and sufficient ventilation to maintain a fresh atmosphere in the building.
 - All pupils are encouraged to drink water, and fresh water is available at all times. Drinking water taps are identified.
 - We have a disabled toilet designed for disabled people.

14 The Effective Management of the Welfare Health and Safety of All People at our School.

- 14.1 Staff training in Health and Safety, including Risk Assessment: staff training is a set agenda item for the Health and Safety Committee. Staff training is provided when appropriate in both generic and specific areas with reference to risk assessment, first aid (including paediatric first aid), fire safety, educational visits, curriculum specific activities and COSHH. Newly appointed employees could be vulnerable to any risk and therefore their line manager will ensure that all relevant Health and Safety matters are drawn to their attention at an early stage.
- 14.2 Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar

environments. In such cases, the employee concerned should be particularly alert for hazards and wherever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of all employees.

- 14.3 Consultation arrangements with employees: there is a Health and Safety committee with terms of reference. Membership includes staff representatives. Consultation arrangements with employees are also in place to ensure the maintenance of Health and Safety standards. Staff are informed of updates with regard to health and safety through the internal bulletin and staff meetings and in the case of immediate changes, staff are consulted individually by the Estates Manager.

15 Recording and Reporting accidents to staff, pupils and visitors

- 15.1 The Estates Manager ensures that Radnor House Sevenoaks complies with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)* under which Radnor House Sevenoaks is required to report to the Health and Safety Executive (telephone: 0345 300 99 23):
- Deaths;
 - Specified injuries;
 - Over-seven-day injuries;
 - An accident causing significant or multiple injury to pupils, members of the public or other people not at work; and
 - A specified 'dangerous occurrence', where something happened which did not result in an injury, but could have done - a 'near miss'.

16 Off-site Visits, Including Residential Visits and School-Led Adventure Activities

- 16.1 The School has an Educational Visits Co-ordinator (EVC) along with policies and procedures for Educational Visits and Off-Site Activities, a Critical Incident Checklist, and procedures regarding action to be taken by the Group Leader in the event of a serious accident. The school also has access to professional advice in this area of the curriculum.

- 16.2 With reference to our off-site activities:
- We always ensure adequate staffing ratios at all times.
 - We ensure parents are always informed of all forthcoming plans for events on our premises.
 - We always insist that parents sign consent forms whenever we plan to take the pupils away from the premises for an outing somewhere, no matter where.
 - We ensure that our staff have access to all the equipment needed when we go on outings and that they use a checklist each time to ensure nothing is forgotten.
 - All staff undertaking school trips make the appropriate risk assessment prior to the visit.
 - We always ensure we have means of communication with us during outings and a list of appropriate telephone numbers for contacting the right people whenever required.
 - Whenever we require vehicles to transport pupils anywhere, we only use approved and licensed contractors who operate vehicles that conform to all the safety standards.
 - We ensure that any drivers of coaches, etc, who are required to transport the pupils on any outings are competent and trustworthy drivers and that the vehicles are properly equipped with safety seatbelts. We instruct the pupils to use seat belts at all times when the bus is moving.

For further information, please see the school's Educational Visits and Offsite Activities Policy.

17 Dealing with Health and Safety Emergencies: Procedures and Contacts

- 17.1 The procedures for Fire and Emergency evacuation are displayed in every classroom and in prominent positions around Radnor House Sevenoaks. These procedures are updated on a regular basis

and dated to indicate the latest update. The log book for recording and evaluation of practice and evacuation drills will be held securely at Reception. The Estates Manager has overall responsibility for implementing the evacuation procedure if an emergency were to occur. Arrangements are in place in the absence of the Estates Manager which are specified in the daily routines.

- 17.2 Radnor House Sevenoaks has in place a Critical Incident Plan in the event of a Health and Safety Emergency. This plan details the procedures and contacts for dealing with a health and safety emergency. For specific details, please see our 'Critical Incident Plan' which forms part of our Health and Safety Manual.

18 First Aid, Medication and supporting Medical Needs

- 18.1 Please refer to the school's separate First Aid Policy. Radnor House Sevenoaks has in place:

- practical arrangements at the point of need;
- the names of those qualified in first aid and the requirement for updated training every three years;
- having at least one qualified person on site when pupils are present;
- showing how accidents are to be recorded and parents informed;
- access to first aid kits;
- arrangements for pupils with particular medical conditions (for example asthma, epilepsy, diabetes);
- hygiene procedures for dealing with spillage of body fluids and
- guidance on when to call an ambulance.

- 18.2 At Radnor House Sevenoaks:

- First Aid box is held in the First Aid Room and both Prep and Senior Reception and other key areas. Portable boxes are available from the Pastoral Administrator for off site visits and where needed;
- The names of all qualified First Aiders are circulated to all staff and copies held in the Prep and Senior School offices, the Staff Room and Medical Room.
- All accidents are recorded on the Evolve system, and the procedures to be followed are clearly outlined in the School's First Aid Policy;
- A written record is kept of all first-aid administered either on the school premises or as a part of a school related activity; and
- The arrangement for First Aid for sports, outdoor pursuits and field trips are the responsibility of the Party Leader and supervising staff.

- 18.3 The arrangements for first-aid provision are adequate to cope with all foreseeable incidents. The number of designated first-aiders is not, at any time, less than the number required by law. This is determined by risk assessment (Local Authority guidance). Designated staff are given such training in first-aid techniques as is required to give them an appropriate level of competence. The Pastoral Administrator is responsible for maintaining first aid supplies. All first aid-signs and containers must be identified by a white cross on a green background. A written record is kept of all first-aid administered either on the school premises or as a part of a school related activity.

- 18.4 If a pupil requires medication whilst in the care of the school, the parent should notify the school and ask permission for the medication to be brought in. The safekeeping and administration of medication is in accordance with the school policy for this.

19 Occupational Health Services and Managing Work-Related Stress

- 19.1 As a good employer we take our duties and responsibilities with regard to the welfare of both staff and pupils very seriously. The school has access to occupational health services including specialist

medical and counselling facilities, if so required, and has the appropriate policies and procedures and working practices in place.

20 Workplace Safety for Teachers, Pupils and Visitors

20.1 The duties and responsibilities of the key people are identified in this policy; detailed documentation is in place in support of this statement. Regular visitors and other users of Radnor House Sevenoaks, e.g. contractors and delivery people, are expected, as far as is reasonably possible, to observe the safety procedures of the school.

21 General Health and Safety Matters

21.1 While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here. We require all adult visitors to the school who arrive in normal school hours to sign the on the InVentry System in the Reception area, and to wear an identification lanyard at all times whilst on the school premises. We provide all adult visitors to the school with a Health and Safety leaflet. Staff must immediately report to the school office any visitor who is not identified with a school lanyard.

21.2 The following arrangements are specifically put in place to look after all the pupils in our care at all times.

- All teachers and support staff including volunteers ensure that all curriculum activities are safe.
- A child is never taken off-site without the prior permission of the parent and in such cases all departures and arrivals are recorded.
- Only those who hold a current 'enhanced disclosure' from the Disclosure and Barring Service are allowed unsupervised access to the pupils in our care. If there is a discrepancy between appointment of staff and the enhanced disclosure coming through, a risk assessment is put in place, a previous DBS/CRB and Barred List Check is sought, with supervision arrangements and a mentor put in place.
- All arrivals and departures of visitors are recorded.
- All pupils in our care are regularly reminded of safe practice when on our premises. They are encouraged to report anything they notice that might be unsafe.
- We have installed smoke and heat detectors in all fire risk areas for early warning of any problems that may arise. These are checked on a weekly basis to make sure they work effectively.
- We have installed a fire alarm system to enable any member of staff to raise an alarm that everyone else can hear.
- An overall Fire Marshall has been appointed: see the Fire Safety Policy. The Fire Marshall will ensure that effective arrangements are in place to deal with precautions against fires and evacuations related to fires.
- We practice, on a regular basis, what to do in the event of a fire and make sure all the pupils in our care know what to do if they hear our fire alarm.
- In accordance with requirements, a number of staff have been trained in first aid. We record accidents, incidents and near misses.
- We generally use safety-approved substances for pupil-use, such as non-toxic glues and paints. There is however a small supply of specialist solvents such as mount spray, pastel fixatives, and white spirit for cleaning oil paint brushes, all of which are locked in a metal store cupboard (access to which is restricted to the Head of the Art Department. All are used under close supervision and in a well ventilated area.
- We log all incidents involving injury in the school and we inform parents in all cases.
- Head injuries will always be reported to parents and carefully monitored.
- Should any incident involving injury to a child take place, a first aider will be called to assist. If necessary, the Receptionist will telephone for emergency assistance.

- 21.3 We only use coaches and minibuses where seat belts are provided. We instruct the pupils to use seat belts at all times when the bus is moving.
- 21.4 We log all incidents involving injury in the school and we inform parents in all cases. Head injuries will always be reported to parents and carefully monitored. Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, the school reception will telephone for emergency assistance.
- 21.5 At all times we aim to ensure the school is a safe environment for all who work or learn here. We require all adult visitors to the school who arrive in normal school hours to sign in using the InVentry System by Reception, and to wear an identification lanyard at all times whilst on the school premises. Staff must immediately report to the school office any visitor who is not identified with a school lanyard. If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Head and Estates Manager immediately. The Head or Estates Manager will direct any intruder that they must leave the school site straight away. If this does not occur the Head or Estates Manager will contact the police immediately.
- 21.6 *Violence towards staff:* if there are any concerns about the behaviours of visitors, they are required to leave the premises. With reference to pupils, there is a well-established Behaviour Policy and procedures including the use of reasonable force and physical restraint. All adults, including staff, parents and visitors, are expected to behave in a manner which is in line with and supportive of our school ethos.
- 21.7 *Slips and trips:* all injuries, accidents and dangerous occurrences will be recorded. The First Aider or supporting teacher will fill in an incident and accident report form for every serious or significant accident that occurs on or off the school site if in connection with the school. Records should be stored for at least three years or if the person injured is a minor.
- 21.8 *On-site vehicle movements:* staff park in the Staff Car Park and the only vehicles using the turning circle are delivery drop offs and collections. Onsite access is restricted by a barrier at the bottom of the main school drive. Safe crossing points for pedestrians are clearly marked.
- 21.9 *Management of asbestos:* an asbestos survey has been undertaken with recommendations implemented; the school has in place both policy and a specialist checklist for the management of asbestos. The school complies with the regulatory requirements for the management of asbestos.
- 21.10 *Control of hazardous substances:* The Laboratory Manager has specific responsibility for ensuring that the operation of the science department and delivery of the practical Science curriculum is delivered in accordance with all COSHH requirements. A detailed inventory of hazardous substances is maintained by the Laboratory Manager. The Estates Manager has overall responsibility for ensuring compliance with COSHH regulations across the school.
- 21.11 *Working at height:* any situations where work may need to be carried out at height are in consultation with our Estates Manager. We have produced a separate document which relates to staff working at height in our school. For more information, please refer to 'Working at Height' in our Health and Safety Manual.

22 Selecting and Managing Contractors and Out of Normal Hours Use of School

- 22.1 When the premises are used for purposes not under the direction of the Head then, subject to the explicit agreement of the Board, the person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in the Responsibilities/Duties of the HSM.

The Board note their residual responsibility for the control of premises, and will take all reasonable steps to ensure that such persons detailed above comply with the terms of this policy. The Board or their designated representative will seek to ensure that contractors conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.

- 22.2 All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with this Act. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Board or their representative will take such actions as are necessary to prevent persons in their care from a risk or injury. The Board will draw the attention of all users of the premises (including hirers and contractors) to Section 8 of the Health and Safety at Work etc Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.
- 22.3 When the premises or facilities are being used out of normal school hours for an activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and comply with the requirements of this section. When the premises are hired to persons outside the 'employ' of the Board, it will be a condition for all hirers and others using the premises or facilities, that they are familiar with this policy, that they comply with all safety directives of the Board and that they do not, without the prior consent of the Board:
- Introduce equipment for use on the school premises
 - Alter fixed installations
 - Remove fire and safety notices or equipment
 - Take any action that may create hazards for any persons using the premises.
- 22.4 The procedures for the selection, appointment and monitoring of contractors working within the school premises are defined in the Building Procedures. These have taken into account: the Construction (Design and Management) Regulations 2015 – Assessment of Competence and Provision for Health and Safety along with building Contracts undertaken on Educational Premises (from the Education Service Advisory Committee)
- 22.5 For Health and Safety purposes, the school must be notified by the person arranging the works, at least two weeks in advance, of the following:
- the delineated area of the works – including the associated adjacent area which, for Health and Safety reasons, forms the operating area of the contractor – hereafter and for the purposes of the contract termed 'the site';
 - the scope of the works
 - the name of the contractor undertaking the works;
 - the dates and times of operations at the school.
 -
- 22.6 For the duration of the works the cleanliness of the site and the Health and Safety of all persons affected by the operations on the site are the responsibility of the contractor undertaking the works, who must ensure that the school is indemnified against the works. Access to and from the site is the responsibility of the contractor undertaking the works.

23 Maintenance and Testing of Equipment and Facilities

- 23.1 The following arrangements are specifically put in place to look after all the equipment we have on our premises and any equipment that we may wish to hire or purchase.
- Maintenance (and, where necessary examination and testing) of plant and equipment such

as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety).

- All our electrical equipment and installations are checked by competent persons or organisations to ensure their intrinsic safety.
- Our gas heating boiler and gas supply lines are regularly checked by competent persons or organisations to ensure their intrinsic safety. Access to these is strictly controlled to prevent any accidental access by pupils.
- Regular visible checks are made on the integrity of all sports/games equipment used externally to ensure connections and fixings are not loosened and the externally exposed parts are not damaged. Suspect equipment is taken out of service until repaired by a competent person or organisation.

24 Fire Safety

24.1 In Accordance with the Regulatory Reform (Fire Safety) Order (2005), Radnor House Sevenoaks undertakes a fire risk assessment (formally recorded and regularly reviewed so as to keep it up to date) and the Proprietor complies with the additional duties to:

- produce a fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances;
- develop fire procedures and provide staff training (repeated periodically where appropriate);
- ensure the safety of staff or anyone else legally on the premises;
- carry out fire drills and contact emergency services when necessary;
- appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including fire fighting and evacuation);
- have a suitable system for the maintenance of: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers (with the maintenance being a 'competent person', such as ISO 9001 certified or BAFE approved); and
- provide staff and any others working on the school site with fire safety information also requiring staff to take reasonable care.

24.2 The Estates Manager keeps records of the following: (i) the fire risk assessment and its review; (ii) the fire risk (prevention) policy; (iii) fire procedures and arrangements; (iv) training records (v) fire practice drills; (vi) certificates for the installation and maintenance of fire-fighting systems and equipment.

25 Non-Smoking

25.1 Our school, in compliance with the law, is a non-smoking establishment. We do not allow smoking on the school premises. Any member of staff wishing to smoke must leave the school site, out of view from the pupils, in their own time and not in the employer's time. Should we find any member of staff smoking at school, we would consider this a serious breach of the terms of employment.

25.2 We aim to help pupils know and understand the dangers of smoking and the harmful effects that smoking can have on their bodies. We provide pupils with the knowledge and information necessary for them to make responsible choices in relation to smoking. We equip pupils with the social skills that help them to resist the pressure to smoke, either from their peer group, or from society in general.

26 Arrangements for Hygiene

26.1 The following arrangements are specifically put in place to minimise the likelihood of any staff or pupils picking up undesirable diseases, ailments or other health problems. We teach our pupils about

the importance of hygiene and keeping their hands clean. We have a daily cleaning schedule to cover all areas accessible by pupils. Only safety-approved cleaning materials are used.

- We provide a nappy changing unit and nappy disposal bin
- Our toilet facilities have a particularly high standard of hygiene arrangements in the way they are cleaned on a daily basis and in the facilities provided for washing and drying
- Sanitary disposal units are placed in staff toilets.
- We provide all protective clothing and equipment as necessary when dealing with any issues of hygiene or cross-contamination, including suitable disposal facilities where appropriate.
- All food and drink kept on the premises is stored safely and appropriately. Our refrigerators are kept clean and at a temperature recommended for safe storage. It is checked on a daily basis.
- Pets and animals (except for guide dogs) are strictly forbidden inside the premises during term time. Dogs, for example, must remain with their owner outside the school grounds at all times and under full control by means of a suitable lead or restraint.

27 Lettings and Hirers:

27.1 The Board must ensure that:

- the means of access and egress are safe for the use of hirers and that all plant and equipment made available to and used by the hirer is safe;
- fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
- hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently and clearly displayed;
- hirers using any equipment or facility provided by Radnor House Sevenoaks are familiar with its safe use and, if necessary, briefed accordingly;
- arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or their staff;
- hirers comply with all school policies as described in the letting agreement (e.g. in relation to smoking, substance abuse, alcohol, and so on);
- hirers adhere to the capacity figures detailed on any lettings documentation; and
- see also 22.3 above relating to out of hours use of the school.

28 Further Information

28.1 With reference to the following statements, Radnor House Sevenoaks has the required details, policies, procedures and working practices in place. Further advice and guidance on many of the matters raised in this policy is available in the Health and Safety Manual.

Appendix A : Risk Assessment at Radnor House Sevenoaks

Introduction

Risk assessment and risk management are the terms used to describe the process of thinking about the risks of any activity and taking steps to counter them.

Radnor House Sevenoaks is required under the Management of Health & Safety at Work Regulations (1999), and other legislation (COSHH, Manual Handling, Visual Display Screen Equipment) to manage the level of risk in all of its activities.

- To create a safer environment at the school and to comply with HSE regulations, we are required to carry out Risk Assessments of any activity that involves a hazard. A hazard is defined as an activity that has the potential to cause harm to either pupils, staff, visitors or members of the public.
- Staff and managers will manage/reduce risk to reasonable levels by identifying what the basic level of risk is, and if necessary put in place controls to reduce risk.
- The results of risk assessment and subsequent control measures will be made known to the staff, students and visitors concerned.
- All staff will be alert to changing circumstances and will take appropriate actions to reduce or stop an activity if the level of risk seems inappropriate.
- At any point where the school has to operate within Covid government regulation and guidance, there will be a Whole-School Covid Risk Assessment drawn up, which all staff will read and understand. It is updated regularly, depending on situations as they arise. Should a stakeholder wish to understand it further, the details of the Risk Assessment can be discussed with them; however, it is not published in its entirety, due to its complexity and ever-changing nature. If parents wish to discuss this further, they should contact the Business Manager. Whenever it is updated, all staff are made aware of any updates resulting in changes to procedures and practices in school.

Statement of Intent

The school assesses all activities and establishes written risk assessments for those areas which indicate the presence of risk.

The Estates Manager ensures that regular written risk assessments are undertaken of premises, methods of work and all school sponsored activities whether on or off site. These will be reviewed following changes in circumstances or personnel or in accordance with agreed timetables. A regular programme of planned assessments will be completed. In high-risk areas, risk assessments should be reviewed termly. In other activity areas, risk assessments will be reviewed on an annual basis.

Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures. The results of all risk assessments will be reported by the Estates Manager to the Head/Board of Directors who will prioritise issues and assign resources to undertake remedial/control measures where required.

Appropriate training is given to ensure that risk assessment and risk management are effective (see below).

There is a specific fire risk (prevention) policy maintained by the Estates Manager.

Assessments

- Assessments are carried out using the school's risk assessment templates, by those persons having control and immediate responsibility for the activity.
- The assessor keeps a record of the assessment and ensures that all staff and pupils involved are aware of the requirements of the assessment.
- A copy of each assessment will be kept on file and under the "All Staff Shared Drive - Estates & Health & Safety" for reference. Copies of department specific & general risk assessments are issued to all relevant staff members for reading (and signing to say they have done so, via departmental sign-off sheets kept by the Head of the relevant department.

Process

The school's risk assessment process covers both adults and children and includes:

- Checking for hazards and risks both indoors and outside and in all activities and procedures;
- Deciding which areas need attention;
- Developing an action plan which specifies the action required, the timescales for action and any funding required

Certain activities are assessed on an on-going basis and risk assessments are updated as required. In some areas the assessments are carried out on an annual basis by external contractor, e.g. Fire Risk Assessment

Risk Assessment Training

The Business Manager, the Estates Manager, the Compliance Officer, relevant Heads of Department (Sports, Science, Art, Drama), the Premises Manager, the Science technicians, the School Nurse and other relevant staff have received training in writing risk assessments from an accredited training provider, and can provide guidance to other frontline staff who may be required to be involved in writing and maintaining risk assessments. Risk assessment will also form part of the overall Health and Safety training given to all staff on an annual basis.

What is a Risk Assessment?

A risk assessment is a careful examination by someone of what could cause harm to them or others. The risk can be weighed up as to whether the Head has taken enough precautions or should do more to prevent harm.

The Head is legally required to assess the risks in the workplace and, in the process, the Head will require the Estates Manager to:

- look for the hazards;
- decide who might be harmed and how;
- decide whether the existing precautions are adequate or whether more should be done;
- record the findings;
- review the assessment and if necessary, revise it.

Regular and systematic inspections and risk assessments of all potential hazardous substances and work activities will be made by, or under the authority of, the Estates Manager and will take into account all the relevant regulations and codes of practice. Specialist advice will be obtained if necessary and the risk assessment will be reviewed periodically. The significant findings will be recorded and appropriate preventative and/or protective measures taken as necessary.

1) Looking for hazards

Hazards will be identified by:

- consultation, and conducting inspections of the workplace;
- analysing jobs and activities undertaken by staff and pupils;
- listing all Acts and Regulations as they apply to the workplace;
- using manufacturers' instructions, accident records, ill health records, which can all help to identify hazards.

Advice to all staff - staff will look for hazards which could reasonably be expected to result in significant harm under the conditions in the school and grounds workplace. The following examples are used as a guide:

- slipping / tripping hazards (e.g. poorly maintained floors or stairs);
- fire (e.g. from flammable materials);
- chemicals (e.g. floor cleaner);
- working at height, (e.g. from ladders);
- pressure systems, (e.g. gas systems and bottles);
- electricity (e.g. poor wiring);
- dust fumes (e.g. welding);
- manual handling;
- noise;
- poor lighting;
- low temperature.

2) Who might be at risk, and how?

Individuals are not listed by name, just groups of staff conducting similar work, or why they may be affected, e.g. teaching and office staff, maintenance staff, contractors, parents and pupils. Particular attention is given to staff, pupils or parents with disabilities, inexperienced staff and lone workers.

3.1) Is risk adequately controlled?

Staff will consider whether precautions have already been taken against the risks from the hazards identified, and whether they are sufficient. For example:

- Has the school already provided adequate information, instruction or training; adequate systems or procedures?
- Do the precautions meet the standards set by a legal requirement?
- Do the precautions comply with a recognised industry standard?
- Do the precautions represent good practice?
- Do the precautions reduce risk as far as reasonably practicable?

If so, then the risks are adequately controlled, but the precautions already in place should be identified and listed as part of the process. The following will be referred to: procedures, manuals and school rules regarding how to impart this information to relevant stakeholders.

If the risk is not adequately controlled, an 'action list' will be written.

3.2) What further action is necessary to control the risk?

The 'action list' details what more the school can reasonably do to reduce the risks identified, which were not adequately controlled at that point. Priority is given to those risks which affect large numbers of people and / or could result in serious harm.

Further action will be taken in the following order, wherever possible:

1. Remove the risk completely
2. Try a less risky option
3. Prevent access to the hazard, e.g. by guarding or fencing
4. Re-organise work to reduce exposure to the hazard – e.g. increased staff supervision
5. Issue personnel protective equipment or provide welfare facilities (e.g. washing facilities for removal of contamination and first aid), depending on the nature of the risk

4) Recording the findings

Risk assessments will be recorded in one or more of the following ways:

1. School Risk Assessment Form – generic templates are available from the Estates Manager
2. Specific Health & Safety risk assessment records, e.g. COSHH, Manual Handling, Visual Display Screen Equipment, Personal Protective Equipment.
3. Part of an instruction manual or procedure document, e.g. staff manual
4. Any other appropriate and approved record.

The risk assessment will be signed and dated by the person completing the form. The findings of the risk assessment will be made known to all staff and students affected by the activity assessed. For compliance purposes, the relevant staff member must sign to say they have read the required risk assessments.

A copy of all completed risk assessments will be kept within the relevant department or service area and their location made known to all staff within that area, and on the All Staff Shared Drive.

5) Review and Revision

If there is a significant change in working practices, e.g. purchase of new machinery or substances, employment of new staff, etc., this could present new hazards.

In line with best practice, risk assessments will be reviewed from time to time to ensure precautions are still working effectively.

All risk assessments will be:

1. Reviewed annually where there is a generic risk assessment; and on each occasion when there is a specific activity or site assessment required.
2. Reviewed at regular periods dependent of the level of risk of the activity. For example, immediately following an accident (or a near miss) or when new activities are introduced.

The review should be signed and dated by the person completing the form. A copy of the completed reviewed/updated risk assessment should be forwarded to the Estates Manager.

Appendix B : Radnor House Sevenoaks Health & Safety Organisation Chart

