RADLEY SCHOOLS GROUP

Health and Safety Policy

Owner:	COO	Date Reviewed:	July 2026
Review Period	Annual	Next Review Date:	July 2027

This policy applies to all Radley Schools Group (Prep Schools) locations including Group Office and includes boarding, day and EYFS pupils, and both on-site and off-site activities where appropriate.

General Statement of Intent

Each school should display a copy of this General H&S Statement of Intent on their staff noticeboards, and issue a copy to each member of staff.

So far as is reasonably practicable, with the help and cooperation of its employees and with due regard to Government guidance The Council of Radley College recognises and will meet its responsibilities under the Health and Safety at Work Act (1974), the Management of Health and Safety at Work Regulations 1999 (as amended) and all other subsidiary Regulations. In particular, it will:

- ensure the health and safety of staff, pupils and anyone affected by the activities of Radley Schools Group (the Group) and provide and maintain a safe and healthy environment for all employees, pupils, visitors and other non-employees who may visit Group premises;
- adequately control foreseeable health and safety hazards and risks arising from Group activities to prevent personal injury or ill health to employees, pupils, visitors and other non-employees who visit Group premises;
- carry out its duty under common law to support the school in loco parentis of all pupils in our care;
- consult with our employees and their representatives on matters affecting their health, safety and welfare;
- consult and co-operate with partners working with the Group in delivering its services to ensure that foreseeable health, safety and welfare risks arising from such working are suitably and sufficiently managed.
- provide clear information, instruction, training and supervision to ensure all employees are competent to do their work and can recognise and manage risk;
- provide and maintain safe and healthy housing/accommodation (where provided), working conditions, systems and methods of work, plant, equipment, machinery and processes, and provide adequate facilities and arrangements for the welfare of all employees and pupils
- ensure that within the school budgets there are adequate resources available to cover the cost, not only of the planned maintenance of the grounds, buildings, plant and equipment, but also, so far as reasonably practicable, of any emergency action necessary to ensure the their safe condition and the health and safety of the occupants of the school.
- ensure that general workplace risk assessments are carried out periodically in order to assess risk and identify any measures that need to be taken to control those risks; and ensure safe use, handling, storage and transport of all hazardous articles and substances;
- endeavour to prevent accidents and work-related ill health (physical and mental) by managing the health and safety risks in the workplace and promoting safe healthy working conditions;

- have effective emergency procedures in the event of fire or other significant incidents and take full advantage of the technical expertise within the Group to monitor and regulate the working environment;
- aim to maintain and improve the standards of health and safety across the Group by a following a 'Plan-Do-Check-Adjust' health and safety management model
- be aware of all relevant guidance contained within HSE documentation;
- review and revise this policy as necessary at regular intervals including Advisory Board meetings, meetings of the Prep Schools Committee and of Radley College Council.

Signed: Date: 01/08/2026

Chief Executive
Radley Schools Group

Responsibilities and Organisation

The person with overall legal responsibility for health and safety is the Chief Executive, Radley Schools Group (Prep Schools). Each school's Head and Deputy Heads are responsible for ensuring the day-to-day implementation of this policy in liaison with the relevant Heads of Department / Senior Managers. Each school's Advisory Board has a monitoring role and will receive periodic updates on the management of the school's health and safety.

1. Council

Radley College Council is the employer under the terms of the Health and Safety at Work Act of all those who work within the school and has a statutory duty to ensure health and safety on the premises. Its responsibilities include:

- To ensure that the Prep Schools Committee receive termly reports from the schools Health and Safety Committee meetings and support recommendations where necessary.
- To monitor the effectiveness of the Health and Safety Policy and make recommendations where appropriate.
- To include health and safety on the agenda of all Prep School Committee Meetings.
- To ensure that regular health and safety inspections are undertaken at the schools and good standards of health and safety are maintained.
- To appoint independent contractors / advisers to undertake periodic health & safety inspections of the Group schools, advise on the implementation of this policy and make any recommendations for improving the standards of health and safety.

2. Head

The responsibilities of the Head include:

- To ensure that good standards of health, safety and welfare are maintained within all parts of the school and during off-site activities and school trips, with particular emphasis on pupil health and safety, but encompassing all employees, contractors and visitors to the school.
- To appoint an appropriate, competent, suitably qualified and experienced member of staff to act as the schools H&S Co-ordinator / Officer.
- To appoint an appropriate, competent and experienced senior member of staff to act as Educational Visits Co-ordinator.
- To appoint appropriate, competent and experienced senior member(s) of staff to act as Fire Drill Officer and Emergency Evacuation Co-ordinator.
- To ensure all accidents, incidents and serious near misses are recorded and arrange for investigations to take place in the event of serious accidents or incidents.
- To act as the "Responsible Person" in terms of fire safety and ensure that preventative and proactive measures to ensure fire safety are implemented.
- Ensure that any responsibilities delegated to other staff are clearly identified.

3. Deputy Heads

The responsibilities of Deputy Heads are particularly focused on the activities of the teaching staff and the pupils. They include:

- To monitor and oversee the practical implementation of the Health and Safety Policy on a day-to-day basis.

- To ensure that all staff, pupils, contractors and visitors are appropriately and adequately instructed, trained or informed of safe procedures and working practices and the school's emergency procedures.
- To ensure that all necessary risk assessments are completed and regularly reviewed and appropriate action is taken to reduce risks to acceptable levels. (Please see the Risk Assessment Policy)
- To communicate with staff on health and safety issues and ensure that the findings of risk assessments are communicated to the appropriate staff.

4. Head of Operations

The responsibilities of the Head of Operations are particularly focused on the activities of the support staff and contractors. They include:

- The safe upkeep of the school's premises.
- To monitor and oversee the practical implementation of the Health and Safety Policy on a day-to-day basis.
- To ensure that all staff, pupils, contractors and visitors are appropriately and adequately instructed, trained or informed of safe procedures and working practices and the school's emergency procedures.
- To ensure that all necessary risk assessments are completed and regularly reviewed and appropriate action is taken to reduce risks to acceptable levels. (Please see the Risk Assessment Policy)
- To ensure that access to the premises by pupils, parents or other members of the general public is limited within appropriate areas (Please see the school's Security Policy)
- To ensure that suitable arrangements are in place to safeguard the premises against intruders (Please see the school's Security Policy)
- To act as the Responsible Person in terms of the Terrorism (Protection of Premises) Act 2025 and ensure that appropriate public protection procedures are implemented in the event of a terrorist incident.
- To appoint competent contractors to complete work on the school premises.
- To communicate with staff on health and safety issues and ensure that the findings of risk assessments are communicated to the appropriate staff.
- To ensure that all essential health and safety actions identified by audits and inspections are carried out effectively.
- Ensure that an Asbestos Management Plan is drawn up and the Asbestos Register is maintained and kept up to date.

5. Heads of Departments

The responsibilities of Heads of Departments include:

- Ensuring good standards of health and safety are maintained within their departments and the parts of the school that they are responsible for.
- Ensuring that comprehensive risk assessments are completed for all departmental areas and activities and appropriate safety precautions are implemented at all times.
- Ensuring that all equipment and facilities used by their department are used / operated safely, and inspected / serviced at recommended intervals.
- Ensuring all departmental staff are appropriately trained / qualified to undertake their duties, particularly work using any kind of equipment or machinery or potentially hazardous task, and undertake refresher training at the required intervals.
- Ensuring that all new departmental staff are properly inducted and aware of the emergency procedures, e.g. fire and lockdown.
- Ensuring that all staff in their department/area are aware of the location of all fire exit routes, fire-fighting equipment and alarm call-points in the department, and are conversant with its effective use.

- In addition - **Head of Estates/Facilities/Maintenance**
    - Ensure regular inspections and checks are carried out on all the trees in the school grounds and action is taken if necessary.
    - Support overall site security (Please see the school's Security Policy).
    - Ensure all contractors complete the contractors' safety checklist before starting work and supervising contractors whilst they are on the school premises.
    - Ensure that regular testing of fire safety equipment/alarms/emergency lighting/fire doors etc. is carried out and records are maintained.
    - Ensure regular checks, testing, inspections and servicing takes place to include: asbestos, legionella, electricity, electrical equipment, gas supplies, height access equipment, fume and dust removal systems, equipment and machinery are undertaken at the recommended intervals and maintain accurate records.
    - Ensure that all maintenance equipment is inspected and serviced at recommended intervals.
    - Ensure that all maintenance staff and contractors undertaking any work on the premises consult the Asbestos Register before commencing work, and do not damage any parts of the structure of the building without taking appropriate precautions.

- In addition - **Catering Manager**
    - Ensure that the requirements of food safety legislation together with any statutory obligations of the school are met and maintained.
    - Ensure procedures are in place:
    - Work with the School Nurse/Admissions Officer/Pastoral staff to identify all pupils with food allergies, food intolerances and special dietary needs;.
    - To regularly communicate with the catering team and everyone responsible for food service to ensure they are fully aware and up to date with each pupil's special dietary needs.
    - Policies and procedures are implemented to ensure pupils are not served / given food that they are allergic or intolerant to.

- In addition - **Head of Boarding**

  Ensure that:
    - a risk assessment has been carried out for each boarding house and boarding related activity; (Please see the Risk Assessment Policy)
    - boarders are regularly briefed regarding all known risks and appropriate controls within the boarding areas
    - the Head/Deputy/ Operations Manager will be notified of any maintenance work which needs to be carried out in the boarding houses
    - boarding staff have an induction to health and safety matters in order to carry out their roles;
    - boarders are appropriately supervised at all times;
    - boarders are not given or have access to hazardous substances or equipment
    - boarders are aware of the procedures for emergency evacuation and lockdown by carrying out regular drills.

6. School Nurse (or equivalent)

The responsibilities of the School Nurse include:

- Implementing the school's Medical and First Aid Policy.
- Ensure the school's medical facilities are maintained in a safe and hygienic condition and first aid equipment / supplies and emergency medication are regularly checked and well stocked.

- Work with the Head of Operations to ensure safe and healthy environments are maintained within the school.
- Ensure they are up to date with pupils' allergies and medical conditions, appropriate care plans are documented and implemented, and relevant information is communicated to the relevant staff.
- Ensure accurate records are kept of accidents/ injuries/administration of medications in line with the school's Medical and First Aid Policy and where necessary reports are made to the HSE in accordance with the requirements of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

7. All Staff

The responsibilities of all staff include:

- Familiarising themselves with and complying with the requirements of the school's Health and Safety Policy.
- Taking care of their own health and safety and the health and safety of other people, especially pupils, who may be affected by their actions, or lack of them
- Undertaking visual inspections of their areas and ensuring that any hazards identified are suitably controlled as far as reasonably practicable. Letting their managers know if they notice any hazards that they can't remove or if they have any health & safety concerns.
- Bringing to the immediate attention of the Operations Manager any defects in the structure of the school or its equipment.
- Using safety equipment and personal protective equipment as required by risk assessment, instruction or signage
- Taking part in health and safety training as requested and working in a safe way in accordance with the training and instructions they have received
- Not intentionally or recklessly interfering or misusing anything or any procedure provided for health and safety purposes, e.g. use fire extinguishers as a door stops, climbing on chairs and tables, or taking guards off equipment to make it easier to use;
- Promptly reporting all accidents, incidents, significant near misses or causes for concern that have led, or could lead to, injury, illness or damage to property.

8. Pupils

Pupils are not employees but the obligation to care for their health, safety and welfare stems from the relationship between them, their parents and the Group. All staff are responsible for ensuring, so far as is practicable, the health, safety and welfare of all the pupils attending the school by making sure the pupils:

1. Observe all safety rules, especially following staff instructions during both potentially hazardous activities and emergencies;
2. Do not misuse, neglect or abuse items provided for safety;
3. Exercise personal responsibility for the safety of themselves and their classmates;
4. Observe all hygiene and safety standards for dress.

9. Health and Safety Committee

The members of the school's Health and Safety Committee meet on a termly basis and have the following responsibilities:

- Keeping measures taken to ensure the health, safety and welfare of staff and pupils, eg H&S monitoring activities and H&S audit action plans, under review, and making relevant recommendations to the Head and senior managers.

- Monitoring the implementation of this policy in their own department/area, and bringing it to the attention of all employees.
- Ensuring that legal requirements and Group policies relating to (but not limited to):
  - Inspection of all fire-fighting equipment
  - Safe use of electrical equipment
  - Statutory inspections of plant and equipment
  - Safe storage, handling, use and disposal of chemicals and cleaning substances
  - Risk Assessments
  - Necessary safety training and supervision of staff
  - Maintenance of all appropriate records
  - Provision of first-aid and equipment and supplies
  - Accident reporting and investigation

  are fully complied with.
- Examining incident data to identify trends, unsafe working conditions or practices and making relevant recommendations.
- Fulfilling the H&S consultation role, e.g. by reviewing new/revised H&S guidance and considering how it will be implemented in the school.

The School Health and Safety Committee should be attended by:

- Head
- Head of Operations
- Health & Safety Officer / Co-ordinator
- Head of Maintenance/Estates
- Head of Catering
- Head of Housekeeping / Domestics
- School Nurse
- Head of Boarding
- Educational Visits Coordinator

The Group's H&S Compliance Lead and Chief Operating Officer should also be invited.
Other members of staff can be co-opted as required / if desired.

10. Arrangements for Practical Control Measures to Reduce Risk

All staff have a part to play in maintaining a system that ensures all reasonably practicable steps are taken to ensure the health and safety of those on site, by ensuring:

1. Where appropriate, all additional measures for EYFS pupils have been taken into account.
2. High risk areas and activities in the school have been fully considered, particularly in relation to the supervision of pupils, and risk assessed. (See Policies for High Risk Areas and Educational Visits)
3. Procedures are in place for creating a healthy working environment as well as dealing with issues such as lone working, work related stress and violence towards staff and the availability of services for the management of occupational health.
4. Procedures are in place for the safe conduct of all school activities, both on and off the school site, and school trips (see Educational Visits Policy)
5. Vehicle movement is restricted around the school campus and any movements of external contractors' vehicles is appropriately risk assessed and appropriate controls are implemented.

6. Procedures are in place for the appropriate transportation, use, storage and disposal of hazardous substances
7. Fire prevention, emergency evacuation and lockdown procedures are appropriately carried out as per the Fire Prevention Policy and Security Policy.
8. Procedures for reporting accidents and injuries as well as the delivery of first aid and administration of medicine are carried out as per the Medical and First Aid Policy.
9. The school's 'No Smoking' policy (which includes the use of e-cigarettes and 'vapes') is strictly enforced.

CONCLUSION

No Health and Safety Policy is likely to be successful unless it actively involves employees themselves. In this connection, the School reminds all employees of their own responsibilities and to take care in their work for their own safety and that of other employees, for the safety of pupils and members of the public. All staff should cooperate with the School to enable them to carry out their responsibilities.

A copy of this statement is to be read by all employees.

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1. Accidents, H&S Emergencies and RIDDOR

See the Medical and First Aid Policy for more detailed information re accident recording and reporting.

2. Accident Investigation

All serious accidents and near misses should be investigated as soon as possible by the Head / Operations Manager and Head of Department responsible for the activities during which the accident / near miss took place. The investigation should seek to identify the immediate and root causes of the accident/near miss in order that action can be taken to prevent them reoccurring in the future.

The investigation should include photographs taken at the scene of the accident, a timeline and detailed record of events, witness statements, any correspondence with interested parties, risk assessments and records e.g. lesson plans, completed checklists, equipment inspection records, training records, qualification certificates, consent forms, accident reports, first aid treatment records. An investigation report should be written and a copy kept on file in the event of future insurance claims or HSE investigations.
Detailed guidance on investigating accidents and incidents is available in the HSE's document HS245 "Investigating Accidents and Incidents"

3. Risk Assessment

Please refer to the Radley Schools Group Risk Assessment Policy.

4. Contractors

Please refer to the Radley Schools Group Contractor Safety Rules.
Please refer to the Radley Schools Group Contractor Pre-Start Checklist.

Selection of suitable contractors is the responsibility of the Head of Operations. Regular contractors will have a DBS/letter of assurance and will be recorded on the SCR, otherwise they will be chaperoned by a member of staff. All contractors are required to read and sign the Radley Schools Group Contractors' safety rules which includes all permits checks etc. For work falling under CDM Regulations, see advice from Group Office.

Before a contract is awarded, the school should check that the contractor:

- has adequate Employers and Public Liability insurance
- has the appropriate qualifications, competence and experience to carry out the work
- has all appropriate licences / registrations / memberships, e.g. for work on asbestos, electrical or gas installations
- has an adequate Health & Safety Policy;
- references from other clients, preferably schools for whom they have recently carried out similar jobs, if not already known to the school.

Before the contract starts:

Have a pre-start meeting to consider, discuss and agree issues such as:

- Who will be the main points of contact;
- Emergency contact details;
- Which of the contractor's employees will have overall responsibility for the work on site and any sub-contractors;
- If sub-contractors will be engaged, how they will be selected, when the school will be informed;

- How the contractor's and any sub-contractor's employees will be informed of the school's rules for safe working, any local hazards and necessary precautions;
- Frequency and timing of update and progress meetings;
- The health and safety issues associated with the job and the need for any permit to work systems e.g. for hot works;
- What equipment the contractor is going to bring on site, how they will ensure that it is safe and that their employees are competent to use it;
- If any dangerous, noxious or offensive substances or processes will be used or produced, the Contractor's proposals for protecting the school's staff and pupils;
- How and when the works will be monitored both by the contractor and the school;
- How the school's own operations may affect the contractor's work;
- How the contractors work will affect how the school operates and the arrangements that need to be made to keep school staff, pupils and visitors safe, both during the normal school day and, if relevant, during evenings, weekends and holidays e.g. use of barriers, times vehicles can come onto site etc;
- How the contractor's work might affect the school's neighbours and the arrangements to reduce the impact of the work on them;
- Incident reporting procedures;
- How the work areas will be separated from areas that staff, pupils and members of the public have access to;
- How the security of the working area, equipment and materials will be maintained.
- Welfare arrangements for contractors (toilets, rest areas)

During the contract:

Check regularly:

- If the contractor is working safely, as agreed and in accordance with risk assessments/ safe systems of work / method statements / the school's rules and H&S procedures. If adequate control measures are not taken, the matter should be taken up immediately
- If there are any hazards that have been caused by the workers on site, e.g. unsafe working practices, which present a risk to staff/pupils
- If there have been any incidents or accidents
- If there have been any changes of personnel – new people on site will need information
- If any special arrangements are required e.g. due to out-of-hours or weekend work.

On completion of the contract:

- Conduct a full inspection of the area where work has been done to ensure that it is free from hazards
- Request to see/receive any official inspection reports
- Ensure that the contractor completes and signs all records and gives copies of any relevant documents and certificates to either the person who planned and organised the work, or the person who monitored and checked the work at the school.

5. Control of Hazardous Substances, including Storage and Use of Chemicals

The COSHH Regulations (Control of Substances Hazardous to Health Regulations 2002) protects people against health risks from hazardous substances used at work. These substances include:

- Wood dust in DT rooms and maintenance workshops
- Pottery clay dust containing silica
- Chemicals used in the science department
- Swimming pool chemicals

- Concentrated chemicals used in kitchens, laundries and for cleaning
- Pesticides, fuels and lubricants used in grounds workshops
- Some paints, glues and solvents used by maintenance staff

For the vast majority of proprietary chemicals, the presence of a warning label will indicate whether COSHH is relevant. If a substance has a hazard symbol on the label, a COSHH Assessment must be completed.

All chemicals and solvents must be stored in their original containers which must be clearly labelled. If it is necessary to decant fluids into smaller containers, these containers must be properly labelled with the name of the fluid and any warnings or precautions detailed on the manufacturer's or supplier's labels. Food and drinks containers must not be used for decanted chemicals.

All chemicals, solvents and cleaning substances should be stored in accordance with the instructions on the label, and in a locked unit or cupboard when not in use.

In the course of your work you may be required to work with substances that, if not handled properly, may be harmful to your health. You will be instructed or have received training on how to handle such substances and where necessary be given protective clothing and equipment such as gloves, dust masks and eye protection.

You must:

- Follow the training and instruction provided on the safe use and handling of hazardous substances
- Make sure that you understand:
    - How to use a hazardous substance safely
    - What the risks are and how they are controlled
    - The precautions you should take, e.g. wearing PPE
- Do not use any hazardous substances that you have not received training in the use of
- Inform your manager if you feel a substance is affecting your health
- Refer to the COSHH data sheets or ask your line manager if you are unsure of how to use a particular substance
- Do not bring into the workplace any chemical or substances that have not been assessed or authorised.

6. Educational Visits and Procedure for Off-Site Visits, Including Residential Visits

Please refer to the school's Educational Visits Policy.

7. EYFS Health and Safety Arrangements

Staff must follow the established safety procedures at all times in line with this policy.

School Responsibilities for EYFS

- All visitors to Early Years must follow the school's procedures for signing in and out with appropriate identification displayed. Visitors must be accompanied at all times.
- Pupils are only handed over personally to the adult collecting them.
- The school must receive prior notification in writing, by email or by telephone if the child is to be collected by someone other than the person who normally collects them.

- Security procedures are followed at all times.
- The EYFS risk assessment is regularly reviewed.
- There is an appropriate adult:child ratio as outlined in the statutory EYFS framework.

Staff Responsibilities

- Accident records are kept and reviewed (see Medical and First Aid Policy).
- Permanent play features such as slides and sandpits are visually check by teaching staff before it is used by pupils to ensure it is safe and kept in good repair. Staff must notify the maintenance team immediately if they are damaged, and place the item out of use until it has been repaired.
- Ensure all the pupils are accounted for by regularly taking registers.
- Supervise pupils who are eating and drinking.
- Ensure that First Aid kits are readily available and appropriately stocked and there must always be at least one person on site who has an up to date paediatric first aid certificate.
- Ensure all staff have a working knowledge of and correctly implement the fire evacuation procedure.
- Ensure that toys and resources are regularly checked to confirm that they are safe to use, age appropriate and that they are regularly washed/sterilised.

8. Fire Safety

Please refer to the Radley Schools Group Fire Prevention Policy.

9. First Aid and Supporting Medical Needs

Please refer to the Radley Schools Group Medical and First Aid Policy.

10. Working Safely at Height

Please refer to the Radley Schools Group Working at Heights Policy.

11. Manual Handling

Please refer to the Radley Schools Group Manual Handling Policy.

12. Display Screen Equipment

Please refer to the Radley Schools Group DSE Policy.

13. Slips, Trips and Falls

Some of the most common cause of accidents in schools are slips, trips and falls (often caused by poor housekeeping); injuries associated with manual handling activities and being accidentally struck by an object, e.g. a door or a person. Falls from heights cause the majority of the more serious accidents.

The school will ensure:

- there is safe access / egress to all workplaces and ensure they are well maintained
- there will be regular inspections to ensure that walkways, corridors and stairways are kept free from obstruction
- appropriate storage and waste disposal facilities are provided
- where damage to floors, stairs, paving etc. is reported that the area is kept safe until repairs can be affected
- appropriate Risk Assessments are carried out to enable safe working areas for staff.

Employees must ensure that: -

- bags, paperwork, books, equipment, boxes, crates, etc. are not left lying around on floors
- walkways and gangways are kept clear
- spillages are cleared up straight away, even if you didn't cause them
- waste is disposed of in the containers provided
- damage to floors, stairs, paving etc. is reported and the area kept safe until repairs can be made
- cables and flexes are not allowed to trail across walkways in a manner that presents a trip hazard
- filing drawers are not left open and more than one drawer is not opened at any one time

14. New and Expectant Mothers

In order to protect expectant or new mothers (women who gave birth within the last 6 months) and mothers who are breastfeeding, the school must:

- Assess the health and safety risks in the workplace to the mother and her unborn /new baby (if breastfeeding)
- Take appropriate measures to eliminate or reduce any significant risks
- Provide suitable rest facilities. A private, healthy and safe environment should also be provided for nursing mothers to express and store milk (NB toilets are NOT suitable for this)
- Expectant / new mothers are expected to act upon the health and safety advice offered.

Pregnant employees are advised to inform (in writing) their line manager as soon as possible that they are pregnant in order that any necessary health and safety precautions can be taken.
More detailed information can be found on the 'New and Expectant Mothers' page of the HSE website http://www.hse.gov.uk/mothers/

Risk Assessment

As soon as an employee officially announces her pregnancy, a risk assessment should be carried out by her line manager, in discussion with her. This should be regularly reviewed as the pregnancy progresses to ensure appropriate controls are in place.

A copy of the risk assessment should be given to the employee. Factors to be considered by the risk assessment include:

- **Heavy physical work and manual handling** – pregnant women and new mothers should not undertake heavy physical work and significant manual handling tasks, e.g. lifting heavy items such as boxes of paper for photocopiers or printers, or moving furniture. It may be appropriate to impose a weight limit as to what may be carried /lifted /moved. For at least three months before and after giving birth women are unfit for heavy physical work and are more prone to injury.
- **Hot environments** - Extreme heat is not well tolerated during pregnancy or breast feeding. If working in a hot environment is unavoidable staff should be encouraged to take regular breaks, wear comfortable loose fitting clothing made of breathable / natural fabrics like linen or cotton, drink plenty of cool fresh water, make use of fans, mist or spray their face with cool water, put a cool damp cloth on the back of their neck.
- **Work at Heights** - Pregnant and newly delivered women should not work at heights.
- **Vibration** - Exposure to vibration may increase the risk of miscarriage. Excessive vibration, eg from using power tools such as lawn mowers, and shocks or jolts to the abdomen should be avoided.
- **Stress** - When undertaking a risk assessment the woman's level of work-related stress should be taken into account.

- **Fatigue** - Fatigue is likely to be an issue for pregnant employees and new mothers and adjustments should be made where necessary. Suitable rest facilities must be made available.
- **Sedentary Work and Prolonged Standing** - For the pregnant woman, long periods of time seated at a desk may cause or worsen circulatory problems including varicose veins. Frequent breaks from seated work will always be good practice. It is also possible that prolonged standing could cause discomfort and should also be avoided where necessary.
- **Driving** – Whilst there are no limitations on driving whilst pregnant, it should be considered on a case by case basis. Morning sickness, common in the early stages of pregnancy, can be a problem as can general fatigue throughout the pregnancy. As the pregnancy develops it may be increasingly uncomfortable to sit in a static position for extended periods of time.
- **Hazardous Substances** - Certain chemical agents can damage the unborn child and can pass in breast milk to the breast fed baby. Managers should ensure that all substances in use / handled by pregnant women / nursing mothers have been assessed and any necessary controls implemented fully.
- **Infectious / Biological Agents** - Certain infections, e.g. Chicken Pox, Measles, Rubella (German measles) and Slapped Cheek Disease (Parvovirus B19) can injure a foetus in the womb. The immunity of pregnant women is lowered, making them more at risk of infections to which they may be exposed. If a pregnant woman develops a rash, or is in direct contact with someone with a rash who is potentially infectious, she should consult her doctor or midwife.
- **Travel** - Extensive travel by public transport may be tiring for a pregnant woman, and it may be difficult to ensure her comfort. If practical, starting and finishing times for pregnant women could be changed to allow them to travel to work when public transport is less crowded. Travel for business or school trips by air in late pregnancy will need a doctor's opinion.
- **Conflict situations** - Pregnant women should avoid conflict situations if possible. For example if a conversation with a parent becomes heated a pregnant woman could terminate the call and refer the parent to her line manager, or if a particular parent is known to be difficult it is advisable that another staff member deal with them.
- **Lone Work**. Those who work alone must be provided with a means of contacting others, and first aid must be readily available. Refer to the Group Lone working Policy.

15. Occupational Health Services and Managing Work Related Stress

Please contact Group HR (directly or via your line manager) to discuss what support is available.

16. School Buildings, Facilities, Utilities and Maintenance

Please refer to the Radley Schools Group Water Quality Policy.
Please refer to the Radley Schools Group Gas Safety Policy.
Please refer to the Radley Schools Group Electrical Safety Policy.
Please refer to the Radley Schools Group Water Quality Policy.
Please refer to the Radley Schools Group Asbestos Policy.

- All areas of the school, together with the school equipment and devices used therein, are maintained in a safe and healthy manner according to the manufacturer specifications and legal requirements.
- To ensure adequate levels of maintenance, the school has an effective system of reporting faults or damage to the maintenance department, effective premises cleaning, and both scheduled (statutory/mandatory) and preventative maintenance programmes.
- It is the duty of all staff to report potential safety hazards as soon as possible after such hazards become apparent.

Fume and Dust Removal Systems

- Annual checks, servicing and inspections are carried out on LEV systems, e.g. dust extraction in DT workshops, fume cupboards in Science labs and extraction systems in catering kitchens, by a qualified external contractor, as well as interim cleaning and checks by the maintenance department.

Workshop, Grounds and Laboratory Equipment and Machinery

- Annual checks and servicing are carried out by a qualified external contractor, as well as interim checks by the maintenance department.

Catering and Laundry Equipment

- Annual checks and servicing are carried out by a qualified external contractor, as well as interim checks by the maintenance department.

Gymnasium, PE and Sports Equipment

Schools will implement three types of checks and inspections to ensure PE and Sports equipment is safe to use:

- **Pre-use visual check** by PE staff - each time before it is used by pupils to detect any obvious hazards.
- **Termly operational inspection** by PE staff - a more thorough inspection of all **high use** and / or **high risk** PE and sports equipment to detect any obvious hazards that might have arisen as a result of use, misuse, weathering, and general wear and tear.
- **Annual** inspection and servicing by a qualified external contractor.

Playground Equipment

Schools will implement three types of checks and inspections to ensure playground equipment and areas are safe to use:

- **Daily routine visual check** by teaching staff before it is used by pupils to detect any obvious hazards
- **Weekly operational inspection** by maintenance staff - to detect any obvious hazards that might have arisen as a result of use, misuse, weathering, and general wear and tear
- **Annual inspection** by a specialist playground equipment inspector. Inspection reports must be obtained and any recommended actions acted on in the appropriate timescales

Swimming Pools

- The school has a detailed Normal Operating Procedure (NOP), an Emergency Action Plan and a Pool Technical Operating Procedure (PTOP).
- High standards of **water quality** are maintained at all times by regular cleaning and through the use of disinfection chemicals, filters and dilution. In addition, the water is regularly tested to ensure that chemical and bacteriological levels are within the guideline levels.
- Regular maintenance checks and inspections of the swimming pool plant facilities and equipment include:
    - **Daily pre-use visual check** to detect any obvious hazards.
    - **Termly operational inspection** – a more thorough inspection to detect any obvious hazards that might have arisen as a result of use, misuse, corrosion, and general wear and tear.
    - At least **annual Inspection, servicing and maintenance** by a specialist swimming pool plant engineer. Inspection reports must be obtained and any recommended actions acted on in the appropriate timescales.

Trees

- Annual inspections are carried out by a fully qualified arborist of the school's trees. The school's tree survey report is updated and a prioritised schedule of works is produced, highlighting any urgent works that are deemed to present a health and safety risk. Further consultation may be required following high winds.

17. School Security

Please refer to the Radley Schools Group Crisis Management Policy.

The Head has overall responsibility for the security of the school and the Site Security Policy outlines the procedures in place to keep the school secure. A regular review of the site security risk assessment also contributes to the maintenance of good health and safety standards.

Lockdown and Lock-ins

The school has an emergency Lock-in / Lockdown procedure where doors, gates and barriers are locked/secured to prevent access to/ from the school site and / or buildings. It is practised at least **annually**. Lock-in or lockdown procedure may be appropriate in the following circumstances:

- **Safety issues**
- **Indirect security threats** – incidents in the immediate vicinity of the school
- **Direct security threats**

Lock-ins and Lockdowns can be:

- **Perimeter Lockdowns**
  - Where there is an incident in the vicinity of the school
  - Perimeter gates / barriers should be locked to prevent people either leaving or entering the school grounds

- **Lock-in (Invacuation)**
  - When an incident is occurring within the school grounds, but people within the buildings can carry on as normal, eg adverse weather conditions.
  - Everyone within the school grounds should be called into the buildings and no one should leave until the incident is resolved or safe egress can be arranged.
  - Depending on the type of incident this could be combined with a perimeter lockdown which prevents people coming onto the site

- **Full Lockdown**
  - Used when there is a direct threat to the safety of people within the building
  - Access to and movement within the building must be restricted
  - Emergency services must be called asap and their advice followed. If the police take control of the incident they will dictate what actions the school must take.

Activating the Lock-in / Lockdown

SLT will make the decision to Lock-in / Lockdown the school. The Lock-in / Lockdown signal could be given in a range of ways:

- Public address / voice alarm system (most effective as it can be personalised to the incident)
- A siren or different ring tone on the school bell system
- Messaging to phones and emails
- Screen pop ups
- The fire alarm should NOT be used.

Ensure that everyone knows what the lockdown alarm sounds like and how it is different from the class bells / fire alarm. They should also know how the 'All Clear' will be given. Staff and pupils should be clear where they should go / what they should do in the event that they are not with their class / tutor group when the alarm sounds, eg if they are on their way to/from an individual music lesson, or sent on an errand, or gone to use the toilet. If necessary, and if possible, check that all external doors, including fire escapes, are shut and securely locked.

If in full lockdown:

- Lock and barricade doors, close windows and blinds / curtains,
- Turn off lights and equipment – try to give the impression that no one is here
- Keep away from doors and windows;
- Sit on the floor under desks or hide in cupboards if you can.
- Keep quiet, mobile phones turned off or to silent mode

Wait for the 'All Clear' from an authorised person - Be prepared for the incident to last for several hours.

Considerations During the Lock-in / Lockdown

When developing a Lock-in / Lockdown procedures consider:

- How staff account for all their pupils, and who they would notify if anyone was missing, or if extra pupils had joined their group.
- How staff will communicate with each other during the lockdown, e.g. via email, WhatsApp Groups or MS Teams sites, or a combination of all these system.
- How staff and pupils off-site at the time of the incident can be notified and if necessary / appropriate warned to stay away
- Contractors and visitors – depending on the situation it might be OK for them to leave if they wish to, or they may need to be locked in too
- How younger pupils and any pupils with SEN can be helped to manage the situation
- In the event of a lengthy full lockdown how people would manage if:
    - They needed access to essential medication, eg inhalers or insulin
    - They couldn't access the toilets.

Post Lock-in / Lockdown Considerations

- Before anyone leaves the premises know who has been on site and who is being released – try and account for everyone.
- Pupil release – how this happens might be complicated and needs to be planned - pupils, staff and parents may be in shock and very upset
- Staff release from site – who and when
- Parent communications
- Press and social media interest
- Incident investigation and review of procedures
- Support and reassurance for staff and pupils who have been involved with / affected by the incident

Other Things to Consider

When developing your Lock-in / Lockdown procedures consider:

- What would need to be managed differently if an incident happened:
    - In the middle of a normal school day?
    - As staff / pupils are arriving or leaving the premises?
    - When staff and pupils are on site in the evenings, weekends or during the holidays, e.g. for school events, sports events, holiday clubs?

- Is it possible to lock or secure the doors in all areas that might need to be used in a full lockdown situation?
- Do all rooms on the ground floor have blinds/curtains that can be drawn, and is there a quick and easy way of covering glazing panes on internal doors to prevent people looking into rooms?

- What action should be taken if the fire alarm sounds during a lock-in or full lockdown? There are no absolute rules for this situation - decisions should be made on a case by case basis and the situation taking place / information available at the time. However, generally:
    - If you are in a 'Perimeter Lockdown', the school should respond to the fire alarm in the normal manner and evacuate.
    - If you are in a 'Lock-in' the response may need to be adapted e.g. assembly point may need to be moved, but unless advised otherwise by the emergency services the school should evacuate.
    - If you are in 'full Lockdown' if possible staff should silently communicate with the emergency services or SLT for guidance on what to do. In the absence of guidance assess the local circumstances - unless your location is at obvious risk from a fire (smoke or flames are directly visible) stay in a safe place until the Lockdown All Clear is given – the fire alarm could have been set off by an intruder trying to draw staff and pupils out of hiding.

18. Training of Staff

- All staff are given H&S induction training when they first start work which includes emergency procedures in the event of a fire or lockdown.
- Staff have regular INSET in health and safety matters as well as how to carry out a risk assessment.
- The school has a licence with the online provider Educare and staff are required to complete relevant H&S courses within a prescribed time period.
- In person H&S training is provided for relevant staff as required, e.g. first aid, swimming pool lifeguarding, minibus driving
- The school has a H&S training matrix which specifies the H&S training required for each job role. A log of all training is kept in the school office

19. School Vehicles and Minibuses

Please refer to the Radley Schools Group Minibus and Drivers Policy.

20. Vehicle Movements on the School Site

On site traffic routes will be organised so that pedestrians, cyclists and vehicles can both move around safely. Where possible pedestrian and cyclists routes will be separated from / avoid vehicle routes. Where vehicles, pedestrians and cyclists have to share a route, the school must implement arrangements to ensure pedestrian and cyclist safety, e.g. by limiting the times of day when vehicles can use the route, having dedicated and obvious cycle routes and pedestrian crossing points, installing pavements and barriers, or by supervising pedestrians using the route.

Staff, parents and visitors are required to use the appointed car parks. The site has speed restrictions (e.g. speed humps, road with limiters, chicanes) and one-way systems in place with clear signage. Designated disabled parking bays are provided close to the main school reception for those people who need them. Designated parking bays are provided for the school minibuses.

Particular attention must be paid to controlling vehicle movements at the start and end of the school day / term. Safe drop off/pick areas for parent's cars, minibuses and coaches must be provided.

Where possible deliveries and collections should be scheduled outside the peak school drop off / pick up times and should take place in designated locations clear from passing traffic and pedestrians. Movements of larger delivery vehicles, particularly if they need to reverse, should be assisted by a banksman.