



RADLEY

**Health and Safety
Risk Assessment
Policy**

February 2024

Health and Safety Policy

The Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999 and The Regulatory Reform (Fire Safety) Order 2005 impose legal duties on employers and employees to take care of their own and others safety at work, so far as is reasonably practicable.

To enable these duties to be carried out, Radley College has a structure in place to ensure that responsibilities for health and safety matters are effectively assigned, accepted, and fulfilled at all levels within the College structure. Council has ultimate oversight of health and safety (including the approval of this policy). Day to day matters are delegated as outlined, and adequate resources are provided to ensure that proper provision can be made for health and safety, so that appropriate action can be taken without delay.

Radley College will also ensure that all reasonable steps are taken, and due diligence exercised, to safeguard the health, safety and welfare of all employees, pupils, visitors, and members of the public who may be affected by the College's operations.

All aspects of this policy apply to boarding as well as other aspects of the College, given boarding is integral to the boys' lives and the operation of the school.

1. It is the policy of Radley College, so far as is reasonably practicable, to ensure that:

- a) The provision and maintenance of equipment and systems of work are safe and without risk to health e.g. local exhaust ventilation, pressure systems, lifting operations, electrical and gas systems, and appliances, glazing safety.
- b) Arrangements for use, handling and storage of articles and substances for use at work are safe and without risk to health.
- c) All employees are provided with such information, instruction, training, and supervision as is necessary to secure their safety and health at work and the safety of pupils who may be affected by their actions.
- d) There is adequate information on articles and substances used at work detailing the conditions and precautions necessary to ensure that when correctly used they will be safe and without risk to health.
- e) The provision and maintenance of all facilities and equipment is safe, not only for employees, but also for any person who may be affected by Radley College's operations or premises.
- f) The working environment for all employees and pupils is safe, without risk to health, and adequate provisions are made regarding their welfare arrangements whilst at work.

2. It shall be the duty of all employees:

- a) To take reasonable steps to ensure the health and safety of themselves, pupils and other persons who may be affected by their acts at work.
- b) To co-operate with Radley College in achieving a healthy and safe working environment.
- c) Not to interfere with, or misuse, anything provided in the interests of health and safety.

General:

1. The Health and Safety Policy will be regularly reviewed, amended, and updated where required. Communication of any such changes will be made to all employees.
2. There are effective procedures for consultation and communication between all levels of management and employees on all matters relating to health, safety, and welfare, and these are regularly reviewed. Health and safety matters are monitored so patterns can be spotted, and serious matters can be escalated.
3. It is the Bursar's responsibility to manage the implementation of the Health & Safety Policy.
4. A Health and Safety Committee, chaired by the Bursar, and with representation from across the school, meets termly to review and advise on health and safety matters.
5. Details of the health and safety management of off-site visits can be found in the School Trips policy. <http://www.radley.org.uk/wp-content/uploads/2023/05/SchoolTrips.pdf>
6. This document includes Risk Assessment arrangements and should be read alongside the Risky Areas <http://www.radley.org.uk/wp-content/uploads/2023/05/RiskyAreas.pdf>, Fire <http://www.radley.org.uk/wp-content/uploads/2023/05/Fire.pdf> and Crisis Management Policies.

Statement of General Policy, Policy arrangements and Responsible Persons

Statement of General Policy	Arrangements	Responsible Person
To prevent accidents and cases of work-related ill health. To provide adequate controls on health and safety risks arising from work activities.	<ul style="list-style-type: none"> Relevant risk assessments completed (e.g. Fire/Legionella) and actions arising out of those assessments implemented. Risk assessments are reviewed annually unless working habits or conditions change, or there is a change in legislation. 	Heads of Department Health and Safety Manager
To provide adequate training to ensure employees are competent to complete their duties at work.	<ul style="list-style-type: none"> Ensure that suitable and sufficient arrangements are in place to cover employees engaged in work activities. Ensure that employees, contractors, and visitors are provided health and safety site induction. Staff complete regular training including, but not limited to manual handling, working at heights, slips, trips and falls and CoSHH and Asbestos Awareness 	Heads of Department Health and Safety Manager
To engage and consult with employees on day-to-day health and safety conditions and provide advice on occupational health	<ul style="list-style-type: none"> Advise and consult employees through departmental meeting platforms on Health & Safety matters. Consult with employees during regular inspections and via departmental audits and reviews. Supply employees, contractors, and Commercial Letting Groups with handbooks to identify the designated Health and Safety persons. Provide Occupational Health Support where required. 	Heads of Department Health and Safety Manager HR Director
To implement emergency procedures, including evacuation in case of fire or another serious incident.	<ul style="list-style-type: none"> Ensure Escape routes are well signposted and always kept clear. Conduct termly fire evacuation drills in Socials. All other buildings must conduct fire evacuation drills twice per year. Ensure regular inspections, service, and maintenance of emergency and electrical equipment is in line with legislation. 	Heads of Department Health and Safety Manager
To provide and maintain plant, equipment and machinery and ensure safe storage/use of hazardous substances.	<ul style="list-style-type: none"> Provide suitable and sufficient toilets, washing facilities and drinking water. Ensure systems are in place for regular inspections and testing of equipment (e.g. PAT testing) and machinery (including college owned vehicles) and action defects promptly. Maintain Maintenance logs. Contractors regularly reviewed by Estates team. Contractors complete annual handbooks with signed declarations which include company licenses/certificates and RAMS. Train employees in safe handling/use of hazardous substances including cleaning chemicals. 	Estates Bursar Heads of Department Health and Safety Manager
To provide safe access and egress on site for employees, students, contractors, visitors, and members of the public.	<ul style="list-style-type: none"> Employees carry Staff ID badges with them at all times. Visitors requested to report to Bursary on arrival, supplied with a visitor's badge, escorted by college employees whilst on campus. Employees are asked to challenge strangers observed around campus, if safe to do so and if required, escort to the Bursary Reception. Public footpaths are signposted. 	All Employees
Display Health and Safety poster.	<ul style="list-style-type: none"> Poster to be displayed in communal areas around the campus. 	Heads of Department
To ensure timely reporting of accidents, incidents, and injuries. To provide suitable and sufficient First Aid Provision. Report Accidents and ill health at work reported under RIDDOR.	<ul style="list-style-type: none"> Train First Aiders in departments. Health Centre provides medical kits for trips. First aid boxes supplied in college minibus and vehicles. Accident, Incident and Near-miss reporting available via SharePoint forms. Accident recording and RIDDOR reports submitted in line with legal requirements. 	Lead Nurse Health and Safety Manager Bursar
Health and Safety Committee to meet on a termly basis to review and advise on health and safety matters. Minutes to be available to all staff.	<p>The Health & Safety Committee member responsibilities include:</p> <ul style="list-style-type: none"> Promote the importance of accident/incident/Near-miss reporting and learning from incidents and trends to create effective feedback loops. Review gaps in health and safety management Agree a rolling action plan for improvement. Monitor progress against improvement plans. Review staff induction, training, and reportable accidents Consider any changes in health and safety legislation that impact on the College. Consider specific agenda points as proposed by the Chairman or any other member of the Committee. Raise current concerns, including as raised by any member of the College community 	Health and Safety Committee Members
Requirement to ensure robust policies and procedures are active and reviewed at	<ul style="list-style-type: none"> Policies are available for relevant aspects of health and safety (e.g. Fire) and are reviewed at least annually. 	Deputy Head (Systems) Bursar

least annually or in the event of changes in legislation or incidents.	<ul style="list-style-type: none"> Procedures are also in place where needed and reviewed regularly (e.g. for Contractor Management - selection, management, insurance requirements). 	Health and Safety Manager Estates Bursar Heads of Department
Infection Control	<ul style="list-style-type: none"> Compliance with most recent Govt/HSE regulations/guidance 	Lead Nurse Health and Safety Manager Bursar

Workplace Risk Assessments

Radley College will carry out suitable and sufficient assessment of the risks associated with the health, safety and welfare of employees and other persons including pupils who are affected by the work activities of the school under the Management of Health and Safety at Work Regulations 1999.

The following principles will be applied to ensure Radley College takes all preventative and protective measures necessary:

- Where possible, avoid the risk altogether.
- Prevent risks at the source.
- Take advantage of technological and technical progress
- Where risk remains mitigate as far as is reasonably possible to ensure residual risk is within acceptable thresholds
- Give priority to those measures, which protect the whole campus.

The person responsible for the area or activity, with the support from the Health and Safety team where needed, is responsible for writing the risk assessment. The Health and Safety Manager is the person responsible for signing off the risk assessment.

Risk assessment training is given to all new employees who are responsible for areas or activities by a competent person. Training is regularly refreshed.

Radley College will maintain records of all written Risk Assessments carried out to satisfy the legislative requirements. Risk Assessments will be reviewed annually and modified earlier if circumstances change with input from employees who are involved in the work being assessed.

Risks which are assessed include Fire, Legionella, Risky Areas, Site Security and Events, Boarding Houses, College Departments, Sports and Educational Visits, Adventurous activities, On-Site Vehicular Movement, Control of Substances Hazardous to Health, Lone Workers, Young Workers, and Expectant Employees.