



HEALTH AND SAFETY POLICY

RESPONSIBILITIES, ARRANGEMENTS, POWERS AND PROCEDURES

This policy applies to the whole of Riddlesworth Hall inclusive of activities outside of the normal Riddlesworth Hall hours. It applies to all staff (teaching and support staff), the Head acting on behalf of the Proprietor and volunteers working in the Riddlesworth Hall. This policy is publicly available on the Riddlesworth Hall website and a copy may be obtained from the Riddlesworth Hall office.

Issue Status, Distribution and Authorisation: Any changes to these documents shall be made by re-issuing the whole of the document. The Head is responsible for issuing these documents on behalf of the Proprietor.

Distribution

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1 The Head acting on behalf of the Proprietor

Uncontrolled copies (A copy-protected PDF or hard copy) of this document, specifically marked 'UNCONTROLLED COPY', can be issued on request. It is the responsibility of the recipient of any uncontrolled copies to ensure that they are holding the latest available information.

Issue Authorisation: These documents are issued on behalf of the Riddlesworth Hall (forthwith referred to as the Proprietor/Employer), whose registered place of business is Riddlesworth Hall, Garboldisham, Diss, Norfolk, IP22 2TA referred to as " Riddlesworth Hall".

Monitoring and review: This policy is subject to continuous monitoring, refinement and audit by the Head who is acting on behalf of the Head acting on behalf of the Proprietor. The Head will undertake a full annual review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged. This discussion will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the update/reviewed policy and it is made available to them in either a hard copy or electronically. This policy was last reviewed agreed by the Head acting on behalf of the Proprietor of the school in August 2018 and will next be reviewed no later than August 2019 or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:

January 2019

Mr P Agate
(Head)

Introduction

Riddlesworth Hall is committed to improving Health and Safety management in all activities. Guidance entitled 'Successful Health and Safety Management' and 'Leading Health and Safety at Work' published by the Health and Safety Executive and the Institute of Directors will be used to develop our approach to managing risk. The emphasis in both pieces of guidance is that senior management are expected to lead the organisation's Health and Safety, and measure its performance along with other business activities.

The success of this strategy will be defined where all stakeholders understand and fulfil their individual and collective responsibilities in controlling risk and meeting Health and Safety objectives which in turn will reduce business interruption, reduce the number and severity of incidents while improving the health, safety and wellbeing of employees, students and others who may be affected by our activities.

The main elements to our Health and Safety approach at Riddlesworth Hall include:

- **Plan** - Developing an approach that sets objectives and measures those objectives on a regular basis. The Health and Safety policy then sets a clear direction and ensures communication of Health and Safety duties and benefits
- **Do** - Introducing management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- **Check** – The Health and Safety committee will check at a strategic and tactical level the implementation monitoring and reporting arrangements allowing both specific (e.g. incident-led) and routine reports on the performance of Health and Safety.
- **Act** - Review of Health and Safety performance and establish whether the essential Health and Safety principles including effective leadership and management, competence, worker consultation and involvement have been embedded in the organisation and whether the system has been effective in managing risk and protecting people.

The overall and final responsibility for Health and Safety is that of the Head acting on behalf of the Proprietor/Employer. The day to day responsibility for ensuring this and other health and safety policies are put into practice and monitored is designated to the Bursar, who is also responsible for ensuring that the health and safety organisational chart is kept up to date and posted in appropriate locations around the premises. The signing and dating of this document signifies that this policy and all other policies and procedures relating to health and safety have been reviewed or considered for review.

The Head acting on behalf of the Proprietor:

- has a general statement of policy;
- states who is responsible for what (delegation of tasks);
- makes arrangements to establish, monitor and review measures needed to meet satisfactory Health and Safety standards.

Responsibilities, Arrangements, Powers and Procedures

RESPONSIBILITIES

The *Health and Safety at Work Act of 1974* places responsibilities on all our staff. A separate organisation chart is kept and maintained in the entrance and reception area to our Riddlesworth Hall. This shows who the members of staff are and what responsibilities each of them have. This will be amended and updated as and when appropriate. We also have a Health and Safety Law Poster in the reception area that summarises our responsibilities as an employer and the responsibilities of our staff as required by law. The reporting lines for

health and safety differ in some ways from those reporting lines that are applicable for any other issues and concerns an example of which are the child protection procedures.

OUR POLICY

General Statement: In keeping with the requirements of the Health and Safety at Work Regulations (1974), it is the policy of the Head acting on behalf of the Proprietor/Employer to ensure, as far as is reasonably practicable, the Health, Safety and Welfare of employees, students, parents, visitors and volunteers in any Riddlesworth Hall activity whether it be on the Riddlesworth Hall site or off site. This policy also applies to any persons, including contractors, employed by or on behalf of the Proprietor, who visit or work at sites in the control of the Proprietor. The Employer has the power to ensure that the Health and Safety Policy is carried out in Riddlesworth Hall and on all Riddlesworth Hall activities.

The arrangements outlined in this policy statement and the various other safety provisions made by the Head acting on behalf of the Proprietor cannot in itself 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. The Head acting on behalf of the Proprietor will take all reasonable steps to identify and reduce hazards to a minimum but all staff and students must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the Riddlesworth Hall premises, or while taking part in Riddlesworth Hall sponsored activities. It is the Proprietor's policy to encourage employees, students, parents, volunteers and contractors to adopt a positive safety culture in all their activities and to ensure, as far as is reasonably practicable, to minimise any adverse impact on the environment.

Employer duties: The Head acting on behalf of the Proprietor has a duty to:

- be familiar with and ensure Riddlesworth Hall adheres at all times to 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 Riddlesworth Hall, in particular the Management of Health and Safety and Work Regulations;
- ensure that all staff have been carefully selected to meet our requirements for the health, safety and security of the students in our care;
- where appropriate, ensure that staff and parents are made aware of risks identified and of the systems and procedures we put in place to deal with these risks;
- provide arrangements that recognise our responsibilities to visitors, contractors and the public who may be affected by our activities and provide safe equipment, safe play areas, safe access and egress and maintain them in good order;
- to have a clear understanding on actions to take in the event of any emergencies;
- to train and supervise all our staff in the particular health and safety issues that affect students and ensure that activities undertaken by Riddlesworth Hall both on and away from Riddlesworth Hall site are risk assessed and safely managed;
- monitor and review this Policy and the various systems procedures in accordance with statutory requirements;
- comply with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*.

Riddlesworth Hall ensures arrangements are made to safeguard and promote the welfare of students at Riddlesworth Hall and that such arrangements have regard to any guidance issued by the Secretary of State. The Head acting on behalf of the Proprietor takes into consideration:

- safeguarding arrangements including safe recruitment and recording procedures, effective arrangements for child protection and the training and development of staff so that students can be safe in Riddlesworth Hall

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- 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 Riddlesworth Hall environment, including the elimination of potential risks to students' welfare, health and safety both on and off-site, including particular attention, where relevant, to the health and safety of students 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 students' care in the event of sickness, accident or injury are implemented and how our students are supervised during Riddlesworth Hall hours; the effectiveness of the Riddlesworth Hall's monitoring and recording systems for students' attendance and punctuality
- how well Riddlesworth Hall reviews admission arrangements and makes adjustments to ensure the accessibility of Riddlesworth Hall's premises and curriculum for all students ;
- the way we teach students 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 students, and different groups of students, on welfare, health and safety, respect for, and courtesy towards others and their views on harassment, racism, homophobia and different types of bullying.

Employee duties: The Health and Safety at Work etc Act 1974 states:

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

- 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
- regards any duty or requirement imposed on the Bursar or any other person by or under any of the relevant statutory provisions, to co-operate so far as is necessary to enable that duty or requirement to be performed or complied with.'

The Act also states that: '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.' 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 the work and also the particular area in which they work. They will, so far as is reasonably practicable:

- 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 Proprietor.
- ensure that health and safety regulations, rules, routines and procedures are being applied effectively and 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;
- take reasonable care of their own health and safety and that of any other persons (staff, students, visitors, etc.);
- observe standards of dress consistent with safety and/or hygiene;
- exercise good standards of housekeeping and cleanliness as well as know and apply the emergency procedures in respect of fire and first aid;

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- co-operate fully with their employer on health and safety matters, including following safe systems of work and ensure that all tools, machinery and equipment are adequately guarded, are in good and safe working order;
- ensure that storage and use of toxic, hazardous and highly flammable substances is minimised, or where this is not practical, are correctly used, stored and labelled;
- report any defects that they observe in the premises, plant, equipment and facilities and take action to ensure no one is put at risk and use the correct equipment, tools, protective equipment and clothing for the job;
- report all accidents, near misses and faulty equipment immediately, whether injury is sustained or not using an Accident Report form, promote and achieve high standards of health and safety suggesting improvements and ways of reducing risks and co-operate with other employees in promoting improved safety measures;
- act as a prudent parent when in charge of students, as they have a duty to under common law;

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 Bursar will work with the employer to ensure that the procedures at Riddlesworth Hall are proportionate, effective and appropriate. There is a fixed agenda item on health and safety for our staff meetings.

Consultation arrangements with employees: There is a Health and Safety sub-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 our weekly staff meetings and in the case of immediate changes, staff are consulted individually by the Bursar.

Bursar duties: The Bursar at Riddlesworth Hall acts as the focal point for day to day references on safety and advice; obtaining, where necessary, external advice. The Bursar also has responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times and for the day to day maintenance and development of safe working practices and conditions for teaching staff, support staff, students/students, visitors and any other person using the premises or engaged in activities sponsored by Riddlesworth Hall. The Bursar will take reasonable, practicable steps to achieve this and assign clear safety functions to other members of staff as appropriate. The role includes, but is not limited to the following:

- Monitoring the Health and Safety policy, ensuring that Proprietor, Head, employees and other persons involved with Riddlesworth Hall have knowledge of it and are carrying out their duties in accordance with it.
- Being aware of and ensuring 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 the work of Riddlesworth Hall.
- Ensuring that all employees are trained and competent to undertake their work safely, are aware of their own limitations and know they must not undertake any task unless they have been trained, are competent and are confident they can carry out the task safely in the conditions that prevail.
- Ensuring that all tools, machinery, plant and equipment is fit for purpose, adequately installed, guarded and appropriately used, and that it receives planned maintenance, that maintenance records are kept, in accordance with statutory legislation where appropriate, and ensure that defective equipment which constitutes a safety hazard is removed from service immediately and clearly labelled as defective.
- Collating accident information and, when necessary, carry out accident and incident investigations.
- Ensuring that emergency procedures including those for fire are in place, known, tested regularly and that any necessary revisions are made and disseminated.
- Keeping up to date with current legislation and informing other staff and volunteers as appropriate.
- Making annual health and safety inspections.

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- Producing, implementing and monitoring health and safety procedures, including a risk assessment strategy, emergency plans and the collating of accident and incident information.
- 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.
- Ensuring that regular visitors observe Riddlesworth Hall's safety rules. Ensure that statutory health and safety notices are displayed in appropriate locations within the establishment.
- Monitor the effectiveness of the implementation of this policy and submit a termly report to the Proprietors on health and safety matters.

The Bursar undertakes to copy this policy to all employees and contractors and to ensure that it is prominently displayed in the workplace.

The Health and Safety Executive (HSE) enforces health and safety law relating to the activities of independent Riddlesworth Hall. Because the Employer is responsible for health and safety in the workplace and on work activities the HSE will normally take action against the Employer. However, in some circumstances, for example where an employee failed to take notice of the Employer's policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.

Duties of Staff Holding Posts/Positions of Special Responsibility: These staff:

- have a general responsibility for the application of the Head's safety policy to their own area of work and are directly responsible to the Bursar for the application of existing safety measures and procedures within that area of work and follow the advice or instructions given by the Bursar including complying to the relevant parts of this statement;
- shall, 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, guillotines etc);
- shall resolve any health and safety problem any member of staff may refer to them and refer to the Bursar any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Bursar;
- shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own safety and health at work;
- shall, where appropriate, seek the advice and guidance of the Bursar or any relevant adviser appointed by the Head acting on behalf of the Proprietor and shall propose to the Bursar requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

Arrangements for Health and Safety:

- We have a Health and Safety Organisational Chart and Health and Safety Law Poster which are updated as appropriate by the employer. These clearly identify responsibilities and contact details. The chart clearly shows the reporting lines for any employed person regarding health and safety. They are kept in the entrance and reception.
- We have a dedicated Bursar who holds a NEBOSH Level 3 Certificate in Occupational Health and Safety.
- We have a registration book to record the arrival and departure of all staff, students, Parents, Visitors and contractors who enter Riddlesworth Hall.
- We require all employees and volunteers to sign that they are in receipt of the Health and Safety Policy prior to commencing their employment or voluntary support for the Riddlesworth Hall.

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- We ensure that students 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 parents.
- Only those staff who are registered child carers and who have been checked by an 'enhanced disclosure' from the Disclosure and Barring Service are allowed unsupervised access to the students in our care.
- A minimum of two staff are always present whenever any students are on our premises. All staff are trained in emergency first aid and at least one member of staff who has a current full first aid training certificate is present at all times whilst students are on our premises.
- Visitors, contractors etc. can only enter the building through the main entrance. This entrance is controlled through the use of an intercom and electronic door release from inside the building.
- All students in our care are regularly reminded of what is safe and not safe to do when on our premises.
- A Fully operational Fire alarm system is installed throughout the School. We ensure that everyone can hear the fire alarm when it is raised.
- We regularly practise what to do in the event of a fire and make sure all the students in our care know what to do if they hear our fire alarm.
- Head injuries will always be reported to parents and carefully monitored.
- We only use safety-approved substances for use by students, such as non-toxic glues and paints. We only use water-based products, not solvent-based one.

Working Together to Safeguard Students (HM Gov: March 2015), helps to outline individuals' responsibility in promoting the safety and welfare of all students. We also comply with *Keeping Students Safe in Education Statutory guidance for schools and Riddlesworth Hall's* (KCSIE) (DfE, July 2015). Riddlesworth Hall is vigilant and alert to triggers and situations that may put students at risk, and we must be proactive in taking action. Communicating with students effectively is crucial. To do this, we need to know their personalities and be sensitive to their specific needs.

Arrangements for the Comfort of Students and Staff

- Safe, adjustable heating systems keep the premises warm.
- Our windows are safe, lockable and allow sufficient light through.
- Our doors prevent fingers from being trapped by sudden closures and have safe vision panels fitted so that small students can be seen before opening.
- Our floors are designed to minimise slips and trips and are regularly checked to ensure 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 as well as lockable cabinets for the storage of any potentially harmful items.
- We have sufficient ventilation and air circulation systems.
- Fresh drinking water is available at all times. There is no access to any water supplies that are not safe for drinking.

Arrangements for Hygiene:

- We provide 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 daily.
- Only safety-approved cleaning materials are used.

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- We have a daily cleaning schedule to cover all areas accessible by students.
- We teach our students about the importance of hygiene and keeping their hands clean.
- Any animals on site are checked to ensure they do not pose a threat to students' health. Any unchecked animals, such as pets, are strictly forbidden. Dogs and other pets (excluding guide dogs) must remain with their owner outside the Riddlesworth Hall gates at all times and under full control by means of a suitable lead or restraint.

Child protection: If an employee or volunteer suspects that a student may be the victim of abuse, they should immediately inform Riddlesworth Hall's Designated Safeguarding Lead (DSL) or in their absence, the Deputy DSL. It is the Riddlesworth Hall policy to comply with the Norfolk Safeguarding Children's Board. We require all adults and volunteers working at Riddlesworth Hall to comply with our Safer Recruitment Procedures.

Supervision of students: In addition to this being built in to the day to day working practices at Riddlesworth Hall, we also have a separate policy that clearly states the Riddlesworth Hall's approach. We make professional judgements taking into the consideration the age of the students and activities in which they are engaged. No student is to be allowed unattended into areas of the Riddlesworth Hall which could be deemed hazardous and classrooms where hazardous substances or equipment is stored for teaching purposes will be used solely for the purpose of teaching lessons and remain locked at all other times.

Internet: Please refer to our ICT – E-Safety Policy including Prevent Duty. We use only a filtered service, selected links and child-friendly search engines. Staff use Child Exploitation and Online Protection (CEOP's teaching materials). Parents are asked to sign authorisation for their child to use the Internet. We also seek parental permission before using photographs of students or their work on the Riddlesworth Hall's website, or in newsletters and other publications.

Risk Assessment: The Head acting on behalf of the Proprietor ensures that- (a) the welfare of students at Riddlesworth Hall is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and (b) appropriate action is taken to reduce risks that are identified. Our Risks Assessment Policy is an integral part of our health and safety procedures and expands on the detail given in this Health and Safety Policy. Our Risk Assessment Policy when read in conjunction with this Health and Safety Policy demonstrates that our risk assessment is systematic with a view to promoting students' welfare. Particular attention is paid to key areas of risk such as supervision and Riddlesworth Hall trips. The policy contents includes: when risk assessments should be completed, who is responsible for drawing-up and checking these, recording (including any pro-forma), training for staff.

- Health and Safety law often refers to risk assessment and risk management. These are the terms used to describe the process of thinking about the risks of any activity and taking steps to counter them.
- The Bursar will ensure that regular written risk assessments are undertaken of premises, methods of work and all Riddlesworth Hall sponsored activities. These must be reviewed following changes in circumstances or personnel or in accordance with agreed timetables. A regular programme of planned assessments is to be completed. In high-risk areas, risk assessments should be reviewed termly. In other activity areas, establishments should review risk assessments 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 to the Bursar who will prioritise issues and assign resources to undertake remedial/control measures where required.

Staff Training in Health and Safety, including Risk Assessment: Staff training in child protection, Prevent duty, first aid, fire safety, educational visits, curriculum specific activities and COSHH is a set agenda item for the Health

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and Safety Committee. Riddlesworth Hall will provide information, instruction and training in health and safety matters including this Health and Safety Policy appropriate to the needs of the individual or group of staff members. In doing so, consideration will be given to the nature of the duties held by staff members and the potential hazards that either they or others within their charge may be exposed to. Newly appointed employees could be vulnerable to any risk therefore all relevant Health and Safety matters are drawn to their attention at an early stage. 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 should be particularly alert for hazards. Fire Marshals are training to perform their duties and will receive refresher training every three years,

All students are expected, within their expertise and ability to:

- Exercise personal responsibility for the safety of themselves and their fellow students
- Observe standards of dress consistent with safety and/or hygiene, this would preclude unsuitable footwear, clothing and articles considered dangerous
- Observe all the safety rules of Riddlesworth Hall 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.

Recording and Reporting accidents to staff, students and visitors: The Bursar ensures that Riddlesworth Hall complies with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)* under which Riddlesworth Hall is required to report to the Health and Safety Executive (telephone: 0845 300 99 23):

- Deaths, major injuries, more than seven day injuries;
- An accident causing injury to students, members of the public or other people not at work where they are taken to hospital and is out of or in connection with work;
- A specified dangerous occurrence.

All injuries, accidents, and dangerous occurrences will be recorded. The First Aider or supporting teacher will fill in an accident report form for every serious or significant accident that occurs on or off the Riddlesworth Hall site if in connection with the Riddlesworth Hall. This will be kept in the School Office. Records should be stored for at least three years or if the person injured is a minor.

The Curriculum: We teach the students 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. We teach students respect for their bodies, and how to look after themselves. We discuss these issues with the students in Personal, Social, Health, and Economic Education (PSHEE) along with Citizenship; reinforcing these points in science, where students 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. Riddlesworth Hall promotes the spiritual growth and welfare of the students through its Religious Education curriculum, through special events such as harvest festivals and through collective worship. Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help students discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

First Aid and Medication: Please refer to the Riddlesworth Hall's separate First Aid and Medication Policy. Riddlesworth Hall 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, at least one qualified person on site when students are present, ways to show how accidents are to be recorded and parents informed, access to first aid

kits, arrangements for students 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.

The arrangements for first-aid provision will be adequate to cope with all foreseeable incidents. The number of designated first-aiders will not, at any time, be less than the number required by law. This is determined by risk assessment (Local Authority guidance). Designated staff will be given such training in first-aid techniques as is required to give them an appropriate level of competence. All staff will be aware of how to summon first aid in an emergency, who the first aiders are and their contact and location details. All first aid-signs and containers must be identified by a white cross on a green background. A written record will be kept of all first-aid administered either on the Riddlesworth Hall premises or as a part of a Riddlesworth Hall related activities. If a student requires medication whilst in the care of the Riddlesworth Hall, the parent should notify the Riddlesworth Hall and ask permission for the medication to be brought in. The safekeeping and administration of medication is in accordance with the Riddlesworth Hall policy as stated by the Bursar.

Occupational Health Services and Managing Work-Related Stress: As a good employer we take our duties and responsibilities with regard to the welfare of both staff and students very seriously. Riddlesworth Hall 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.

Arrangements for Activities:

- Adults accompanying residential trips have a DBS enhanced certificate and must have made a risk assessment.
- We inform parents of plans for events on our premises.
- We insist that parents sign consent forms to take the students away from the premises for an outing, and encourage parents to come with us.
- We ensure that our staff have access to all necessary equipment for outings and that they use a checklist.
- We ensure we have means of communication during outings and a list of appropriate telephone numbers.

For further details please refer to Educational Visits Policy.

Off-site Visits, Including Residential Visits and Riddlesworth Hall -Led Adventure Activities: Riddlesworth Hall has an Educational Visits Co-ordinator (EVC) along with policies and procedures for Educational Visits and Off-Site Activities. These include a manual for Learning Outside the Classroom, Behaviour Management on Outdoor and Off-Site Activities, and Action to be taken by the Group Leader in the event of a serious accident. Riddlesworth Hall also has access to professional advice and detailed documentation in this area of the curriculum.

Adventure Activities using licensed providers: When planning an activity that will involve caving, climbing, trekking, skiing or water sports, we check that the provider holds a licence as required by the Adventure Activities Licensing Regulations now under the purview of the health and Safety Executive. These regulations apply to adventure activities that take place in England, Scotland and Wales but these arrangements may be subject to change in the future.

Transport: We only hire taxis, minibuses and coaches which are approved by the local authority, where drivers are DBS checked and each seat has either a seatbelt or a booster seat as is applicable. In advance of the trip students will be given clear safety instructions based on the risks associated with the particular type of travel. Students must sit only two to a double seat. Seat belts must be worn and where appropriate booster car seats should be used. In cases of long journeys, students will be given the opportunity to exercise after reasonable intervals. First-aid material must be carried and be readily available throughout the visit. Any mini-bus or other

vehicle designed to carry nine or more passengers operated by Riddlesworth Hall is in accordance with the restricted *Passenger Carrying Vehicle* (PCV) Operators licence and any driver must hold a *PCV Driving Licence*.

Behaviour of any person (including a parent) on Riddlesworth Hall premises: Riddlesworth Hall has a written Behaviour Policy setting out the behaviour expected of parents on the premises and the procedures that will happen when Riddlesworth Hall wishes to restrict a parent's access to Riddlesworth Hall premises because a person is causing a nuisance or disturbance. A parent who has been banned from entering Riddlesworth Hall is trespassing if he or she does so without permission. Any violent behaviour will be reported to the police.

Theft or other criminal acts: The Head will investigate any incidents of theft involving students. If there are serious incidents of theft from the Riddlesworth Hall site, the Head will inform the police and record the incident in the incident book.

Violence towards Staff: If there are any concerns about the behaviour of visitors they are required to leave the premises. With reference to students, there is a well-established behaviour management 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 the Riddlesworth Hall ethos.

Manual Handling: Riddlesworth Hall will take appropriate measures to protect staff, students and others from harm caused by manual handling activities. Riddlesworth Hall has in place comprehensive procedures for manual handling. An action plan has been established to make sure that loads are managed safely and appropriately. (Please see our Manual Handling Policy within the Health and Safety Manual)

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 Riddlesworth Hall site if in connection with Riddlesworth Hall. This will be kept by the School Office. Records should be stored for at least three years or if the person injured is a minor. . (Please see our Health and Safety Manual)

Non-Smoking: Please refer to our separate Non-Smoking Policy. Riddlesworth Hall, in compliance with the law, is a non-smoking establishment. We do not allow smoking on the Riddlesworth Hall premises, as we do not want to present smoking as acceptable. Should we find any member of staff smoking at Riddlesworth Hall, we would consider this a serious breach of the terms of employment.

Dealing with Health and Safety Emergencies: Procedures and Contacts: The procedures for Fire and Emergency evacuation are displayed in every classroom and in prominent positions around Riddlesworth Hall 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 in the Bursar's office. The Fire Marshall has overall responsibility for implementing the evacuation procedure if an emergency were to occur.

Restraint: All members of staff are aware of the regulations regarding *The Use of Force to Control or Restrain Students* as set out in Education Act 1996. Teachers at Riddlesworth Hall do not hit, push or slap students. Staff only intervene physically to restrain students to prevent them injuring themselves or others, damaging property or committing a criminal offence. Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are brought to the attention of the Head and recorded in the child's personal file. The child's parents are informed on the same day. Records are kept of when force is used and parents are informed. Guidance is given to all 'members of staff' (as defined above) on the circumstances in which 'physical intervention' is allowable.

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Arrangements for the Safety and Security of Equipment: The Riddlesworth Hall premises are subject to Electrical Installation Condition Reports (EICR) every five years as required by the Electricity at Work Regulations 1989. As such, the following arrangements are put in place to look after all equipment on the premises as well as any hired or purchased equipment:

- electrical equipment and installations are checked by competent persons or organisations.
- gas heating boiler and gas supply lines are regularly checked by competent persons or organisations. Access to these is strictly controlled.
- playground equipment conforms to British Standards for safety and allows sufficient space in between for safe movement and access.
- external play areas of our premises where students might fall from a height are constructed of impact-resistant materials that conform to the relevant standards.
- internal play equipment is assessed for safety and suitability prior to use. Only CE-marked equipment (or equipment certified for conformity) is used.
- Regular visual checks are made on the integrity and safety of all play equipment used externally. Suspect equipment is taken out of service until repaired.
- Formal inspections of all external play equipment are carried out on an annual basis by a competent person or organisation.

Management of Asbestos: An Asbestos survey has been undertaken with recommendations implemented; Riddlesworth Hall has in place both a policy, management plan and a specialist checklist for the management of asbestos. Riddlesworth Hall complies with the regulatory requirements for the management of asbestos. (Please see our Manual Handling Policy within the Health and Safety Manual)

Control of Substances Hazardous to Health: Riddlesworth Hall has one teaching Laboratory. The control of substances hazardous to health is paramount to ensure safe operations Riddlesworth Hall evaluates all substances proposed to be used on the premises. All Hazardous substances will be recorded on a COSHH Register and a safety data sheet obtained. A COSHH risk assessment will be undertaken for all items and training carried out on safe use of the substance, correct handling, storage and disposal arrangements. Only trained staff will be permitted to use the substance. When evaluating substances, any fumes/gasses/vapours and dusts generated by processes will also be assessed.

Contractors will be reminded of their responsibility to notify Riddlesworth Hall should they need to use any substance that may be hazardous and appropriate control measure be put in place. If Riddlesworth Hall feels that the control measures are insufficient, the contractor will not be permitted to start work until an alternative can be found. This may mean postponing the work until staff/students are not present.

Working at Height: Any situations where work may need to be carried out at height are in consultation with our Bursar. We have produced a separate document which relates to staff working at height in our Riddlesworth Hall. For more information, please 'Working at Height' in our Health and Safety Manual.

Workplace Safety for Teachers, Students and Visitors: 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 Riddlesworth Hall e.g. contractors and delivery people, are expected, as far as is reasonably possible, to observe the safety procedures of the Riddlesworth Hall. All visitors must sign in at reception and be issued with a numbered visitors pass to be worn clearly around the Riddlesworth Hall site. Visitors should be reminded of the fire safety procedures and the requirement to be accompanied by a member of staff for the duration of the visit. On departure, the visitors pass should be returned to the reception and a time of departure recorded.

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Security: While it is difficult to make the Riddlesworth Hall site totally secure, we will do all we can to ensure that Riddlesworth Hall is a safe environment for all who work or learn here. We require all adult visitors to the Riddlesworth Hall who arrive in normal Riddlesworth Hall hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the Riddlesworth Hall premises. Staff must report immediately to the School office any visitor who is not identified with a Riddlesworth Hall badge. If any adult working at Riddlesworth Hall has suspicions that a person may be trespassing on the Riddlesworth Hall site, they must inform the Head immediately. The Head will direct any intruder that they must leave the Riddlesworth Hall site straight away. If this does not occur the Head will contact the police immediately.

Selecting and Managing Contractors and those hiring the premises: When the premises are used for purposes not under the direction of the Bursar then, subject to the explicit agreement of the Head, 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 Bursar. The Head acting on behalf of the Proprietor 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 Head 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.

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 the 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 Head acting on behalf of the Proprietor will take such actions as are necessary to prevent persons in their care from a risk or injury. The Head acting on behalf of the Proprietor 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. For Health and Safety purposes the Riddlesworth Hall 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 Riddlesworth Hall.

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 Riddlesworth Hall is indemnified against the Works. Access to and from the site is the responsibility of the Contractor undertaking the Works.

Display Screen Equipment: Riddlesworth Hall will take appropriate measures to protect staff and students from risks arising from the use of display screen equipment and associated workstations. Please see our Health and Safety Manual for full details on our procedures.

Lettings and Hirers: The HSM is directly responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health and ensures that the means of access and egress are safe for the use of hirers. The Bursar is also responsible for fire escape routes and making sure exits are clearly marked for the benefit of unfamiliar users of the building. Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and firefighting equipment.

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Hirers must comply with all Riddlesworth Hall policies as described in the letting agreement (e.g. in relation to smoking, substance abuse, alcohol, and so on.), adhere to the capacity figures detailed on any lettings documentation. When the premises or facilities are being used out of normal Riddlesworth Hall 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 Proprietor, 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 Head acting on behalf of the Proprietor and that they do not, without the prior consent of the Proprietor: Introduce equipment for use on the Riddlesworth Hall premises, alter fixed installations, remove fire and safety notices or equipment and take any action that may create hazards for any persons using the premises

Fire Safety: In compliance with the 'Fire Safety Order' (2005) Riddlesworth Hall undertakes a fire risk assessment (formally recorded and regularly reviewed so as to keep it up to date) and our Head acting on behalf of 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 firefighting 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 Riddlesworth Hall site with fire safety information also requiring staff to take reasonable care. (Please see our Fire Safety Policy)

The role of the 'responsible person' at Riddlesworth Hall is undertaken by the Bursar who 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.

Personal Protective Equipment (PPE) and required Clothing

Riddlesworth Hall recognises that the use of PPE as a risk control measure is a last resort as it protects only the user and is at risk of not being worn correctly. Riddlesworth Hall will supply any PPE identified as a required risk control measure within risk assessments for carrying out activities or lessons. Employees who are required to use or wear any other PPE are provided with training on the circumstances in which it is to be used, the hazards it will protect against, the importance of correct use, and any limitations of the equipment. The training also includes how to inspect, clean, maintain and store the equipment and how to report defects and obtain replacements.

Further Information: With reference to the following statements, Riddlesworth Hall has the required details, policies, procedures and working practices in place. Additionally documentation is in place concerning:

- Anti-bullying, Behaviour management, Employment, Fire safety policy and audit and role of fire marshals
- First aid and the administration of medicines, Risk assessment,
- Safeguarding (child protection, Safer recruitment, E-Safety and Prevent Duty)

Legal Status - being prepared with regard to the:

- Health and Safety at Work etc Act 1974, associated regulations and relevant supporting documents including: The Management of Health and Safety at Work Regulations 1999 (as amended), and The Regulatory Reform (Fire Safety) Order 2005.

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- Equality Act 2010,
- Special Educational Needs and Disability Code of Practice: to 25 years (DfE: Jan.2015)
- Regulatory Requirements, Part 3 Welfare, Health and Safety of Students and Part 5 Premises of and Accommodation at Riddlesworth Hall of The Education (Independent School Standards Compliance Record) (England) (Amendment) Regulations in force 2015.
- Accidents and ill health at work are reported in accordance with the *Reporting of Injuries, Diseases and Dangerous Occurrences* (RIDDOR) legislation (2013) www.hse.gov.uk/riddor Tel: 0845 300 9923.
- Health and Safety: Advice on legal duties and powers (DfE: 2014)
- <http://www.hse.gov.uk/services/education/sensible-leadership/index.htm>

A list of all supporting policies and procedures is attached at the end of this policy. Further advice and guidance on many of the matters raised in this policy are available in the Health and Safety Manual. Specifically, there are details on:

List of Relevant Documents

Workstation and DSE Policy	Non-smoking, alcohol and drugs policy
Absence of students and lost students	Visitors
Accessibility plan and Reasonable Adjustment Policy	Incident Report Sheet
Accident Policy and Procedure	Preventing Exposure to Blood Borne Viruses
Animals on site and farm visits	Ladder safety policy
Answering the door and collection of students	Late collection of students
Arson prevention policy	Legionnaires disease and water testing
Asbestos management (and control of) Policy	Lone worker policy including out of hours
Bad Weather policy	Lost and Uncollected Students
Bad Weather Travel Policy	RIDDOR Regulations 2013
Bereavement and sudden death of a child	violence Handling
Building Maintenance	Reporting Infections
Catering, drinking water and healthy eating	Movement of Individuals
	Protecting the Health of Employees
Students and young persons' employment	New or expectant mothers
Cleaning and Decontamination of Environment	Laundry Services
Complaints relating to health and safety	Noise
Control of Contractors	Occupational health
COSHH (Control of substances hazardous to health)	Office and classroom self-audit
Crisis management and critical incident plan	Outdoor equipment inspection
Critical incident report sheet and staff personal notes form	Outside environment
Curriculum health and safety	Spillages
Defect reporting form	Personal protective equipment (PPE)
Display screen equipment	Waste Management
Driving at work	Security , critical incidents and criminal acts

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Drugs and Alcohol policy	Internal accident or incident reporting form
Electrical equipment - visual inspection form - PAT	Safeguarding – Child Protection/E-Safety/Prevent Duty
Environmental Management Policy	Single Equalities Policy
Equipment and Materials	Use of Vehicles, Minibuses and Minibus Parking
Gas safety	Work equipment
Glass	Work experience
Hand Hygiene Policy	Personal Protective Equipment
Handyman risk assessment	Working at Height
Head Lice Policy	Learning Outside the Classroom (LOtC) including Residential Visits
Housekeeping, slips, trips and falls	Sun safety policy
Hygiene good practice policy	Sick child policy
Incident and Outbreak Management	Maintenance of Plant, Machinery and Facilities
Infection Control Monitoring	Use of vehicles on site
Information to Individuals Families and Visitors	Workplace safety for teachers, students and visitors
Managing a serious outbreak or Pandemic Contagious Disease	Stress
Riddlesworth Hall Grounds in Strong Winds	Violence and personal safety

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I, the undersigned, have received a copy of Riddlesworth Hall Health and Safety Policy.
I hereby confirm that I have read and understood this policy.

Signed.....

Print Name.....

Date/...../.....