

SEVENOAKS SCHOOL

Policy reference	BH1
Policy Category	(B) Operations, Resources and Compliance Related Policies
Name of policy	Health and Safety Policy – Statement of Intent
Purpose of policy	To ensure and promote the provision of a safe and healthy environment for all employees, students, boarders, contractors and visitors.
Scope	All staff, students, boarders, contractors, visitors and any other individuals on the campus of Sevenoaks School (senior). In the policy, the term 'school' refers to the Sevenoaks School (senior school).
Regulatory or legal requirement addressed by policy	Health and Safety at Work Act 1974 Management of Health and Safety at Work Regulations 1999 Regulatory Reform (Fire Safety) Order 2005 DfE: National Minimum Standards for Boarding 2022 ISS: Guidance 2019
Other policies referred to	None
Policy owned by	Chief Operating Officer
Date effective from	Version 2.3: June 2026
Published on website/external facing	Yes

1.0 Statement of Intent

- 1.1 The Sevenoaks School Board of Governors (The Governors) welcome their responsibilities and are committed to, so far as is reasonably practicable, providing a safe and healthy environment for all our employees, students, boarders, contractors, visitors (including parents) and others who could be affected by our activities.
- 1.2 The Governors will achieve this commitment through:
- Ensuring safe means of access to and egress from a safe place of work, residence and of study.
 - Provision, maintenance and safe use of safe plant and equipment.
 - Robust processes for identifying hazards and controlling significant risks to prevent accidents, incidents and ill-health.
 - Provision of facilities and arrangements to ensure the welfare of staff and students while at work and at school.
 - Ensuring safe use, handling, storage and transportation of harmful articles and substances.
 - Provision of suitable and sufficient information, instruction, training and supervision to enable staff, volunteers and students to undertake tasks competently.
 - Consultation with staff, and where appropriate students and others, on matters affecting their health and safety.
 - Preparation and practice of emergency procedures in case of fire or other significant incident.
 - Provision of adequate facilities, equipment and personnel to attend to those who need medical attention whilst at work or in our care.
 - Promoting a positive culture towards health and safety.
 - Setting high standards and objectives for continuous improvement.
 - Provision of sufficient resources to achieve its commitments.
- 1.3 Compliance with this Policy will be monitored through audits, inspections and reviews, both formal and informal and by both internal and external personnel.
- 1.4 This Policy and its subsidiary parts will be brought to the attention of and made available to all staff.
- 1.5 This Policy and its subsidiary parts will be subject to regular review and revision as necessary.



Christopher Gill, Chair of the Board of Governors

on behalf of the Board of Governors

Date: 25 June 2026