



## **General Statement of Health and Safety**

As governors of Sunninghill Prep School we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities.

In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as governors of Sunninghill Prep School by appointing, the Chairman of our Estates Risk & Compliance Committee with responsibility for overseeing health and safety as part of his/her general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Head Master, who delegates this to the Bursar. However, as governors, we have specified that the school should adopt the following framework for managing health and safety:

The Bursar will chair the meetings of the school's health and safety committee termly and works closely with the governor overseeing health and safety who receives copies of all relevant paperwork.

The minutes of the Committee's discussion on health and safety, covering statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is presented at each meeting of the Estates, Risk & Compliance committee and also at the full Governing Board together with any other issues on health and safety that the committee chairman wishes to bring to the Board's attention.

The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.

These reports (as per point above) are considered by the Estates, Risk & Compliance Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.

The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO).

In addition, the Catering Manager arranges regular external deep cleaning and pest control services, and that the Bursar reports on all these aspects to the Estates, Risk & Compliance Committee.

The school has fire risk assessments, carried out by a competent person which are reviewed every year or more frequently if significant changes are made to the interior of buildings or new buildings are bought or added.

An external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales are considered by the Estates, Risk & Compliance Committee.

The school has a competent person undertake a risk assessment for legionella, every two years and a water sampling and testing regime for the school and swimming pool is in place.

The school has policies in place for the training and induction of new staff to include health and safety related issues, together with basic 'manual handling' and 'working at height' policies. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits and to the relevant members of the non-teaching staff.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Headmaster, the Bursar and other members of the Senior Leadership Team ("SLT") in order to enable the governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Bursar.

All employees are briefed on where copies of this statement can be obtained on the school's shared drive. They will be advised as and when it is reviewed, added to or modified.

Details of the organisation for health & safety at Sunninghill Prep School are overleaf.

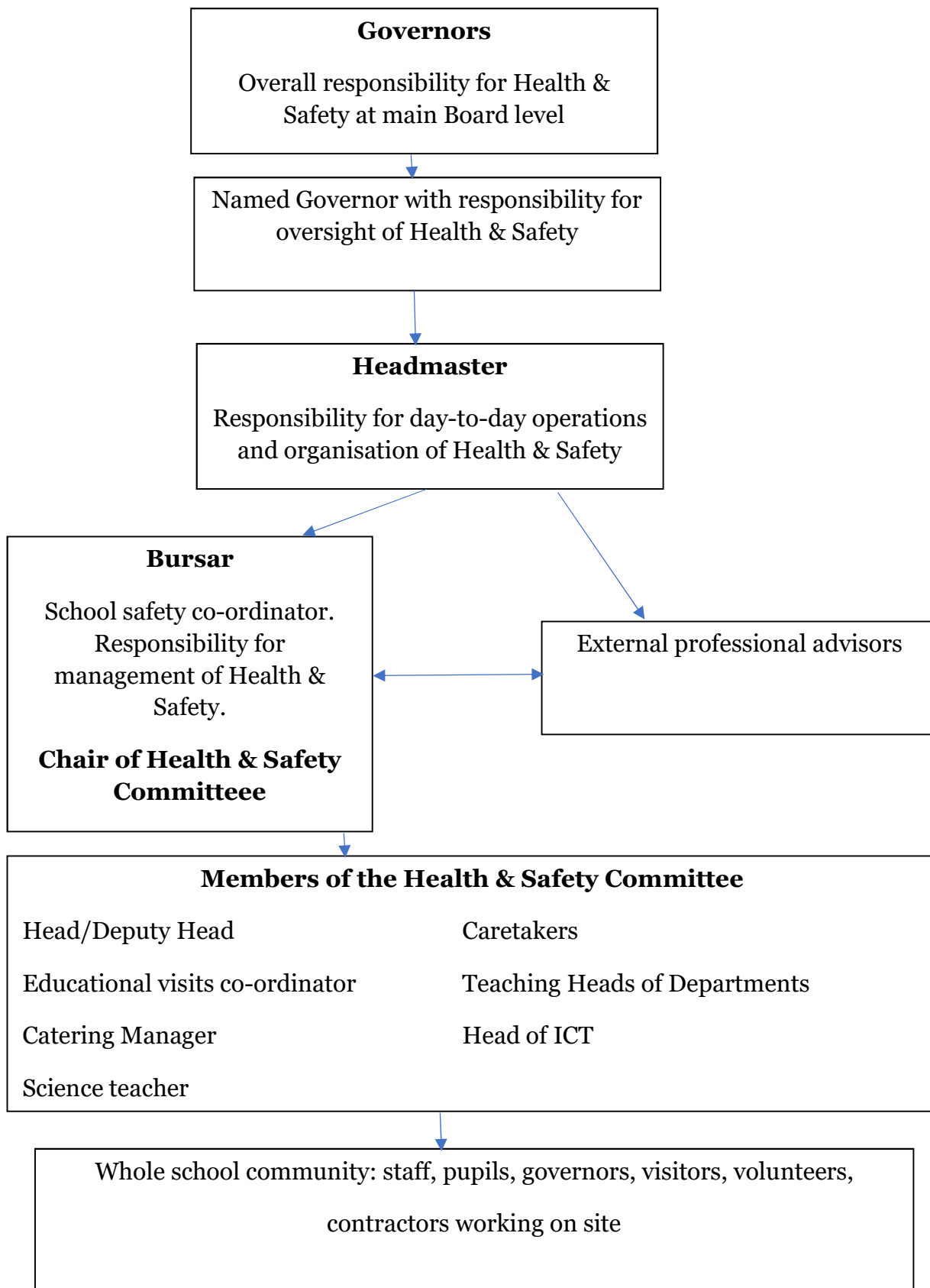
J.R. Walker

Signed .....

**Chair of Governors, for and on behalf of the Board**

Date: 5<sup>th</sup> October 2020

# HEALTH & SAFETY ORGANISATION AT SUNNINGHILL PREP



# HEALTH & SAFETY POLICY GUIDANCE

## Scope

This guidance is applicable to all those with the responsibility for the provision and maintenance of the working environment on school premises. The School places great importance on the working environment that it provides and similarly it is the responsibility of employees and pupils to respect the environment and treat it accordingly.

## Objectives

- 1 To ensure that statutory requirements are met regarding the provision of a satisfactory working environment.
- 2 To ensure, so far as reasonably practicable, the continued well-being of employees and pupils.

## Guidance

1. The Bursar will be responsible for the implementation of this policy.

### 2. Welfare

Suitable and sufficient welfare facilities will be available on school premises, including:

- toilet facilities, including those for the disabled
- washing facilities
- facilities for rest and to eat meals; and
- drinking water

### 3. Workplace Safety

Each area of the School premises classified as a workplace will:

- have adequate ventilation
- provide a suitable working temperature
- be adequately illuminated
- be kept in a clean condition
- have adequate access and workspace for the activity
- have suitable furniture and work station
- be regularly inspected and assessed
- Safe access and egress will be maintained in each workplace, including for the Disabled

- Provisions will be made to prevent slips, trips and falls and falling objects
- Any storage racking will be inspected regularly and be fit for purpose
- Accidental falls from height will be guarded against with particular attention paid to working at height and work on roofs, balconies and gantries.
- Signs will be displayed where appropriate to warn of risk, these being:
  - prohibition signs, eg no access
  - warning signs, eg danger electricity
  - mandatory signs, eg eye protection must be worn
  - emergency or first aid
- The school noticeboard will also display:
  - health & safety policy statement
  - HSE Health & Safety Law poster
  - emergency procedures
  - details of first aiders and fire marshals

#### **4. Public Safety**

It is the aim of the school to ensure so far as is reasonably practicable, the health and safety of members of the public who may be affected by our work activities. Where any risk assessments identify risks to the public, appropriate control measures will be implemented.

### **Related Policies**

- Accident reporting and investigations
- Asbestos policy
- Catering & food hygiene policy
- Display screen equipment policy
- Educational trips policy ( and EYFS)
- First Aid policy (and related medical policies)
- Legionella/Water quality policy
- Manual handling policy
- Minibus & transport policy
- Risk assessment policy
- Safeguarding policy
- Sun protection policy
- Swimming pool policy
- Working at height policy
- Safer recruitment policy

- Security management policy
- Staff handbook

## **Legal Requirements & Education Standards**

### **References:**

A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 ([www.isi.net](http://www.isi.net))

B: Health & Safety Executive, Workplace health, safety and welfare - A short guide for managers, INDG244 ([www.hse.gov.uk](http://www.hse.gov.uk))

C: Health and Safety at Work" Section H of the ISBA Model Staff Handbook,

D: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide

E: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd