



Date of Review: October 2021

Approving Body: ERC Committee

Date of Approval: 4th October 2021

**Review Due: October
2022**

Health & Safety Statement and Policy

(based on ISBA template 2021)

Owner:

Head/Bursar

- Policy required by ISI (inspection use)
- ISI requirement for publication on website
- Internal decision to publish on website
- Internal only
- Required reading for all staff

Part 1. 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, who delegates this to the Bursar. However, as governors, we have specified that 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 the Bursar 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 year 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 Head, 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.

J.R. Walker

Signed

Chair of Governors, for and on behalf of the Board

PART 2: ORGANISATION

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities. An organogram has been prepared to assist in the understanding of the health and safety structure within the School, which is shown at the end of this section.

BOARD OF GOVERNORS ("THE BOARD")

The Board has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties. The Board will hold the Head to account in respect of the requirements set out in this policy.

HEAD

The Head will have day to day responsibility for controlling health and safety within the school. This will include ensuring there is sufficient resource deployed to meet health and safety requirements. The Head will have overall responsibility for ensuring that health and safety training is deployed as required. They will ensure that accidents are suitably and appropriately investigated and recorded. They will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Head will also report to the Board on health and safety performance including an annual audit and will assist the Board in implementing changes in the Policy which the Board have approved. The Head will be responsible for the implementation of an Emergency Plan.

BURSAR

The Bursar will have been delegated by the Head the day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction and training

- The appointment of competent contractors

They will also act as the School Safety Co-ordinator, whose duties will include:

- advising the Head on maintenance requirements;
- co-ordinating advice from specialist safety advisors and producing associated action plans;
- co-ordinating and implementing training
- monitoring health and safety within the School and raising concerns with the Head;
- compliance with the Construction (Design and Management) Regulations;
- chairing the School Health and Safety Committee.
- Investigating accidents and incidents and recording the same.

HEADS OF DEPARTMENT (TEACHING)

The Heads of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) – Head of Science
- Sports activities – Head of PE
- Drama – Director of Music & Drama
- Art (including harmful substances and flammable materials) – Head of Art
- Music – Director of Music & Drama
- Design & Technology – Head of Technology
- Outdoor lessons – Head of Outdoor Education
- Trips and visits – Educational Visits Officer
- Catering – Catering Manager
- Cleaning – Housekeeping Supervisor

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

ESTATES DEPARTMENT/CARETAKER / MAINTENANCE

The Caretaker / Maintenance person will assist the Bursar with the implementation of the following:

- Building security
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- management of contractors
- Site traffic movements
- Maintenance of School vehicles
- Good standards of housekeeping, including drains, gutters etc.

- Control of hazardous substances for grounds maintenance activities
- ## **EXTERNAL HEALTH AND SAFETY ADVISORS**

The Bursar will arrange as appropriate for external consultants to **advise** on matters of health and safety within the School. Such provision may include:

- Engineers monitor and service the school's plant, equipment, including boilers annually
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department
- The professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc twice a year
- Appropriate pest control measures to be in place
- The school has a suitable and sufficient fire risk assessment which is reviewed annually and updated when significant changes are made to the interior of buildings, or new buildings are bought or added
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers are tested annually by a qualified contractor
- An external health and safety consultant reports annually on the arrangements for health and safety in all lessons, support areas, public spaces, sports and swimming facilities
- The school has a suitable and sufficient risk assessment for legionella, every two years and a regular water sampling and testing regime in place
- The school maintains an asbestos register and the bursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan
- The school has current electrical test certificates for all its buildings. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations
- All work on gas boilers and appliances is carried out by registered Gas Safe engineers.
- All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor.

SCHOOL HEALTH AND SAFETY COMMITTEE

The Committee will meet once a term, and will be chaired by the Bursar. The Governor who is responsible for overseeing health and safety will attend these meetings. The other members of the Committee will be:

- Pastoral deputy head
- Head of Science
- Head of Sport
- EVC
- Caretaker

- Catering manager

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the school;
- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments;
- discuss training requirements;
- monitor the implementation of professional advice;
- review the safety policy guidance and updating it;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the work place;
- encourage suggestions and reporting of defects by all members of staff.

STAFF

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Department or School Safety Co-ordinator of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:-

- follow the Policy
- take reasonable care for the health and safety of themselves and others who may be affected
- follow requirements imposed on the school or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed
- carry out all reasonable instructions given by managers / senior staff
- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

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

H & S ORGANISATION AT SUNNINGHILL PREP

