



**Exeter Pre-Prep School**

**Health and Safety Policy**

**Part 2 - Organisation for Health and Safety at Exeter Pre-Prep School**

<b>Status:</b>	Approved
<b>Approver:</b>	Governing body
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## INTRODUCTION

This document sets out the designation of responsibility for health and safety within Yew Tree Hall Ltd trading as Exeter Pre-Prep School (the school) and overall management arrangements. It forms the Health and Safety Policy along with Part 1 – The General Statement of Health and Safety, Part 3 – Detailed Arrangements and Part 4 – Specific Policies.

## RESPONSIBILITY

### Overall

Yew Tree Hall is the employer under the terms of the Health and Safety at Work Act and the directors of the company have a statutory duty to ensure health and safety on the premises. In this they will be supported by the governors of Exeter School, the ultimate owner of Yew Tree Hall Ltd and will:

- Accept full responsibility for health and safety within the school
- Provide adequate resources to ensure the objectives of the Health and Safety Policy are met
- Ensure their decisions reflect the aims of the Health and Safety Statement of Intent
- Ensure that the Health and Safety Policy is reviewed annually
- Provide leadership in delivery of effective health and safety management
- Ensure that they receive suitable and accurate reports on health and safety compliance and accidents.

### Head

The Head of Exeter Pre-Prep School is responsible, through the provision of adequate resources and delegation to competent personnel, for ensuring that the school operates in a healthy and safe environment, and has responsibility to monitor, establish and review the overall effectiveness of the school's Health and Safety Policy. They are responsible for ensuring appropriate risk assessments are carried out in advance of all educational visits and activities and for assessing the effectiveness of these risk assessments.

### Bursar

Day-to-day coordination of health and safety falls to the Bursar. The Bursar, supported by the Operations Bursar, has responsibility for the day-to-day maintenance and development of safe working practices and a safe working environment for staff and pupils. He will:

- Ensure adherence in all respects to the Health and Safety Policy of the school and in particular to ensure that the necessary resources for implementation are available and that the appropriate training is given to staff
- Plan, organise, control, monitor and review the arrangements for Health and Safety including the arrangements for any visitors (including contractors)
- Ensure that general risk assessments and specific risk assessments as required by Health and Safety legislation are carried out
- Chair the Health and Safety Committee
- Report on health and safety to the termly meeting of the Governing Body
- Ensure that training and instruction have been given in all procedures including emergency procedures
- Investigate and keep a record of all cases of ill health, accidents and hazardous incidents.

### **Operations Bursar**

The Operations Bursar supports the Bursar with the management of health and safety. He is responsible for the day-to-day maintenance of the site and for identifying and rectifying issues as they occur through the monitoring of the online fault-reporting system. He is also responsible for ensuring that any statutory testing or inspection is completed on a regular and timely basis.

### **School Nurse**

The school nurse is responsible for advising the Bursar and Health and Safety Committee on first aid matters for both Exeter School and Exeter Pre-Prep School.

### **All Staff**

Each individual must:

- Make sure that work is carried out in accordance with the school's Health and Safety Policy, and associated policies, procedures, risk assessments and other relevant arrangements
- Protect themselves and others by using any guards or safety devices provided and by wearing the personal protective equipment provided and never interfering with or disconnecting safety devices
- Adhere to training and instructions
- Inform their line manager, head of department or supervisor of any new hazards identified
- Ensure as far as is reasonably practicable that their classroom or work area is safe
- Offer any advice and suggestions that they think may improve health and safety
- Report all accidents, ill health, fires, incidents or near misses
- Report all defects or maintenance issues as soon as possible; should any such defect or maintenance issue present an immediate danger, to ensure it is removed or access prevented
- Be familiar with the location of fire procedures, fire alarm call points, fire escape routes, assembly points and fire-fighting equipment
- Be familiar with the location of first aid equipment and defibrillators
- Must cooperate with management, thereby enabling managers to carry out their obligations in respect of health and safety
- Inform the Bursar of any medical condition which may affect their ability to carry out their work safely.

If any individual is in doubt about any safety matter they must consult their line manager, the Operations Bursar, the Bursar, or, if necessary, the Head.

### **Pupils**

All pupils have a duty to act in a safe manner, not to endanger themselves or others through their acts and omissions. They must follow safety procedures at all times and notify relevant members of staff if they see any hazards.

### **Health and safety advisor**

The school has appointed the support of a competent health and safety advisor, Assurity Consulting. Assurity Consulting will:

- Complete a full School review (Safe School Assessment) at least every three years
- Provide access to their online compliance and reporting system, Assurity Plus
- Provide support as detailed within their contract

### **Consultation and communication of health and safety**

The school has a Health and Safety Committee, which meets termly and is attended by the Head, the Bursar, the Operations Manager and staff with a specific Health and Safety responsibility (if any). Its task is to oversee and monitor the effective implementation of the Health and Safety Policy within the school and to regularly review the contents of it.

The following methods are also utilised for communication of health and safety information within the school:

- Staff meetings (at least once per team)
- Inset days
- Email
- Noticeboards
- Department meetings

### **Training**

The school will provide employees with the health and safety training as required. This will include

- Induction training to include general health and safety information, policies and risks associated with the role. Training will also include arrangements for accident reporting, first aid and fire
- Additional health and safety training as they take on new responsibilities or are exposed to or manage additional risk
- Refresher training as required.

### **Compliance management and record keeping**

The electronic compliance system Assurity Plus is used as a central point for health and safety compliance management. This includes regular compliance checks, audit report management and all work provided by our health and safety advisor.

Other records relating to health and safety will be saved to ensure they are easily retrievable for review and audit.

### **Review**

A schedule of internal checks and audits will be completed to ensure that the policy is followed successfully throughout the school.

An external review of health and safety management across the school is completed at least every three years by our chosen provider.

### **SPECIFIC ARRANGEMENTS**

Part 3 of the Health and Safety Policy details the specific arrangements covering areas and activities where significant risks have been identified. In broad terms, these describe the arrangements for matters outside the specific risks of an individual department. For example, this specifies details on fire prevention, the use of the school minibuses, electrical safety etc. as well as specific local arrangements.