



# ST PETER'S

PREPARATORY SCHOOL

## Health and Safety Policy Statement

Written on 28 March 2024  
by Mr Dan Morris  
(Director of Operations & Compliance)

Approved by Head:

Date: 17 April 2024

## Statement of Policy

The Owner of SPL Education Limited, trading as St Peter's Preparatory School, recognises and accepts his responsibility, on behalf of the company, to provide, as far as is reasonably possible, a safe and healthy workplace and working environment for all his employees, pupils and visitors to the School.

No safety policy is likely to be successful unless it actively involves employees themselves. In this connection all employees are reminded of their own duties, under Section 7 of the Health and Safety at Work Act 1974, to take care in their work for their own safety and that of other employees, for the safety of pupils and the public, and to cooperate with the Head and their appointed person.

## Overall Staff Responsibilities and Appointed Person

Day-to-day responsibility for the operation of health and safety at the school is vested with the Owner and Head.

The Director of Operations & Compliance is the appointed Health & Safety Officer for the School.

## Health & Safety Committee

There is a Health & Safety Committee that meets once each term. Its members comprise:

- Director of Operations & Compliance (Chair)
- Head
- Matron
- Boarding Houseparent
- Head of Maintenance
- Head of Grounds
- Catering and Hospitality Manager
- Head of Science
- Director of Sport
- Art/DT Coordinator
- Deputy Headteacher and/or Heads of Phases

## Role of Health & Safety Committee

- Review the H&S Policy, Risk Assessment Policy and other relevant policies relating to health and safety.
- Review documentation confirming that the required safety checks have been undertaken and any actions implemented.
- Review and implement any actions that result from a risk assessment or incident report.
- Discuss and agree how to manage practical implications of implementing an action.
- Report on the issues and management of risks in each of their departments.

- Review the impact of any legal changes or perceived changes in best practice that are under consideration for the School.
- Review trend reports on accidents and incidents as supplied from the log by the Director of Operations.
- Feedback to their colleagues on the matters discussed and actions agreed.

## **Framework for managing Health & Safety in School**

The school adopts the following framework for managing health and safety:

- The Health & Safety Officer walks the site monthly, assessing health & safety concerns, supported by the Head of Maintenance.
- The School health & safety committee meets termly to review, as per above.
- Relevant policies, risk assessments and method statements that are held on the School's internal systems and reviewed regularly.
- A report on health and safety covering statistics on accidents to pupils, staff and visitors, staff training, fire drills, a summary of new or revised policies and procedures and copies of the health and safety committee meeting minutes is given at the termly Board of Reference meeting.
- 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 East Devon Environmental Health Officer (EHO).
- The School has building fire risk assessments, carried out annually by a competent person which result in action plans. These action plans are reviewed to ensure that the required remedial works are carried out within the specified time frame.
- The School has a competent person undertake a risk assessment for legionella every two years and a termly water sampling and testing regime in place.
- The School has an appointed contractor undertake asbestos survey reports on at least an annual basis.
- The School has procedures in place for the training and induction of new staff in health and safety related issues, including training relevant to that individual member of staff's role. (First aid training and minibus driver training are provided to relevant members of the teaching staff and to selected members of the non-teaching staff).

Anyone attending the School or supporting its activities has personal responsibility for their own health and safety. Additionally, all members of staff are responsible for taking reasonable care of their own safety and that of pupils, parents, contractors, visitors and others who could be affected by our activities. They are responsible for cooperating with the Owner, the Head and the Director of Operations & Compliance in order to enable the Owner to comply with health and safety responsibilities.

All members of staff are responsible for reporting any significant risks or issues to the Director of Operations & Compliance. All employees are briefed on where copies of the full Health & Safety policy and appendices can be found on the School's internal systems. They will be advised as and when all policies are reviewed, added to or modified.

Details of the organisation and arrangements for carrying out the policy are to be found in the School's suite of health and safety policies on the school's internal systems. This statement forms part of the Health and Safety Policy along with all appendices.