



Exeter Pre-Prep School

Health and safety policy

Part 1 - General statement of health and safety

Status:	Approved
Approver:	Governing Body
Source (author):	MCMM
Last review date:	June 2024
Next review date:	November 2024

As directors of Yew Tree Hall Ltd, and hence as governors of Exeter Pre-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, parents, contractors, visitors and others who could be affected by our activities.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Head of Exeter Pre-Prep School, supported by the Bursar and Head of Operations of Exeter School. However, as governors, we have specified that the school should adopt the following framework for managing health and safety:

- An external health and safety consultant will review the overall arrangements for health and safety at least every three years and their report made available to the full governing body.
- Relevant policies, risk assessments and method statements that are held on the intranet 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 each governing body meeting.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- The school's adherence to health and safety in relation to the food prepared off site is subject to external inspection by the Environmental Health Officer (EHO) and an independent audit by the third party appointed by the school's catering contractor.
- The school has building fire risk assessments, carried out annually by a competent person and resulting 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 quarterly water sampling and testing regime in place.
- The school has a competent person undertake asbestos survey reports on a regular 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 co-operating with the Head, the Bursar and the Head of Operations in order to enable the governors to comply with health and safety responsibilities. 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 intranet. They will be advised as and when it is 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 intranet.

This Statement forms the Health and Safety Policy along with:

- Part 2 – Organisation for health and safety at the school
- Part 3 – Detailed arrangements
- Part 4 – Specific policies

Helen Clark, chair of governors, for and on behalf of the governing body of Exeter Pre-Prep School