



**DULWICH PREP LONDON**  
Values & Academic Excellence since 1885

## **GENERAL STATEMENT ON HEALTH & SAFETY**

*This is a whole school policy which applies to all sections of the School, including Early Years*



**Person responsible for this policy:**

Chair of Governors

**Date of policy review:**

May 2022

## **GENERAL STATEMENT ON HEALTH AND SAFETY**

As Governors of Dulwich Prep London (“the 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 Dulwich Prep London by appointing a Governor with responsibility for overseeing health and safety.

Day-to-day responsibility for the operation of health and safety at the School is vested with the Bursar. However, as Governors, we have specified that the School should adopt the following framework for managing health and safety:

The Governor overseeing health and safety attends the meetings of the School's health and safety committee termly and receives copies of all relevant paperwork.

A report 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 tabled at one Governor meeting each term.

The minutes of the health and safety committee are tabled at the full Governing Board, once a term after the health and safety committee together with any other issues on health and safety that the Governor 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 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 for internal (monthly) and an independent (annually) hygiene and safety audit of food storage, meal preparation and food serving areas, together with regular external deep cleaning and pest control services, and that the Bursar reports on all these aspects to the Governing body.

The School has fire risk assessments, carried out by a competent person, which are reviewed every year for progress on completion of items in the action plan, and updated every five years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or

added. The Health and Safety Committee reviews this risk assessment each time it is amended and submits a report to the Governors.

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. The progress of implementation is monitored by the Health & Safety Committee.

The School has a competent person undertake a risk assessment for legionella every year and a monthly water testing and bi-annual analysis regime is in place.

The School has a programme in place for the training and induction of new staff in health and safety related issues which includes basic 'manual handling' and 'working at height training' where relevant. Health and safety training that is related to an individual member of staff's functions, such as science technician, is provided in addition to the 'standard' induction training. First aid training is provided to any member of the teaching, and non-teaching staff who is involved with trips and visits and others as the School nurse feels is appropriate, in line with our First Aid policy.

All members of staff are responsible for taking reasonable care of their own safety, together with that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Head Master, 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 Estates Manager. Less significant risks should be reported to the site team through [help@dulwichpreplondon.org](mailto:help@dulwichpreplondon.org) and will be addressed by the team.

All employees are briefed on where copies of this statement can be obtained on the School's internet. It is available to parents, visitors and external contractors from the School's website. 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 Organisation section of the Health and Safety policy.

Signed ..... Chair of Governors, for and on behalf of the Board

Date .....

Continued below

## **HEALTH AND SAFETY POLICY**

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.

### **1. 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. 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.

### **2. BURSAR**

The Bursar has day to day responsibility for Health and Safety. The Bursar 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 Bursar will also report to the Board on health and safety performance and assist the Board in implementing changes in the Policy which the Board have approved.

### **3. ESTATES MANAGER**

The Estates Manager will have 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; and
- Staff induction.

The Estates Manager will also act as the School Safety Coordinator, whose duties will include:

- Advising the Bursar on maintenance requirements;
- Co-ordinating advice from specialist safety advisors and producing associated action plans;
- Monitoring health and safety within the School and raising concerns with the Bursar;
- Ensuring compliance with the Construction (Design and Management) Regulations; and

- Chairing the School Health and Safety Committee.

#### **4. HEADS OF SECTION & 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 – Director of Sport
- Drama – Head of Drama
- Art (including harmful substances and flammable materials) – Head of Art
- Music – Director of Music
- Design Technology – Head of Design Technology
- Trips and visits – Educational Visits Coordinator
- Catering and cleaning functions – Estates Manager

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

#### **5. ESTATES DEPARTMENT**

The Contracts & Compliance Manager and the Estates and Grounds Team Supervisors will assist the Estates Manager with the implementation of the following:

- Building security;
- Prevention of unsupervised access by pupils to potentially dangerous areas (in cooperation with others as appropriate);
- Registration and control of facilities visitors;
- Site traffic movements;
- Maintenance of School vehicles;
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos;
- Good standards of housekeeping, including drains, gutters etc;
- Control of hazardous substances for estates and grounds maintenance activities; and
- Appropriate pest control measures to be in place.

#### **6. EXTERNAL HEALTH AND SAFETY ADVISORS**

The Estates Manager will arrange as appropriate for external consultants to advise on matters of health and safety within the School. Such provision includes the following actions:

- Structural surveyors are retained to give advice on the external fabric of the School.

- Engineers monitor and service the School's plant equipment, including boilers, lifts and hoists annually.
- Gym and fitness equipment and design and machinery used in both design and technology and in the maintenance department are serviced annually.
- The School's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department. In addition, the Catering Manager arranges for:
  - An external professional to take swabs of all knives, chopping boards and other kitchen equipment three or four times a year and report on those findings.
  - An independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.
  - Professional advice from a dietician on healthier food, menu planning and special diets as needed.
  - The professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc twice a year.
- The School ensures that it has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every five years, or 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, and 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 carries out daily testing of the water balance in the swimming pool, a langelier test is carried out twice weekly and the pool and plant connected to it is serviced on a quarterly basis by a qualified contractor.
- The School ensures that it has a suitable and sufficient risk assessment for legionella every year and a monthly water sampling and testing regime is 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 take place. They are also responsible for the maintenance of an asbestos management plan. The Contracts Manager is responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The School ensures that it has current electrical test certificates for all its buildings. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations all of which are RCD protected and meet the requirements of BS7671 IEE wiring regulations.
- All work on gas boilers and appliances is carried out by registered Gas Safe engineers.
- All domestic boilers are serviced annually and all domestic properties have current landlord's gas safety certificates.
- All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor.

- A competent Principal Designer, Principal Contractor / Contractor is appointed in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever construction work is undertaken.

## **7. SCHOOL HEALTH AND SAFETY COMMITTEE**

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

- Bursar
- HR Director
- All Heads of Section
- Head of D&T
- Head of Science
- Director of Sport
- Educational Visits Coordinator
- Grounds Team Supervisor
- Estates Team Supervisor
- Contracts and Compliance manager
- School Nurse
- 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;
- Discuss any current topical issues affecting health and safety;
- 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 update it;
- Assist in the development of safety rules and safe systems of work;
- Monitor communication and publicity relating to health and safety in the workplace; and
- Encourage suggestions and reporting of defects by all members of staff.

## **8. THE SCHOOL NURSE**

The School Nurse will be responsible for:

- Reporting any accidents on iSAMS that are required for pupils and staff, this will be carried out by the Section secretaries at Early Years or Pre-Prep where the accident is not referred to the school nurse. Monitoring iSAMS to identify any trends which require discussion at the Health & Safety Committee meetings.
- Assisting the Bursar, as required, in collating all accident/incident statistics for the School Governors and Health and Safety Committee meetings.
- Where needed and/or where the parent/carer is not available escorting pupils to hospital. However this may be done by a Head of Section or Class Teacher if this is appropriate.
- Coordinating the replenishment of all first aid boxes and eye wash stations by the appointed Section representatives.

## **9. 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 / Head of Section 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:

- Conform to the Health and Safety Policy, all health and safety rules and signs, fire precautions and emergency procedures.
- Take reasonable care for the health and safety of themselves and others who may be affected.
- Ensure that you understand and follow the safe operation of your duties; ask if you do not understand any aspect of these.
- Carry out all reasonable instructions given by managers / senior staff.
- In the event that personal protective equipment or clothing is provided, it must be used and properly looked after.
- Comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.
- Report all accidents, near misses, potential hazards and damage immediately.
- Serious accidents or incidents should be reported to the SLT.
- Not interfere with or misuse anything provided for the health and safety of employees.
- Not act in a way that could endanger yourself or others; do not play practical jokes.
- Not run, especially on stairs or steps. Use handrails; never read while walking.
- Keep your work area tidy and clear of obstructions; do not leave things lying around.
- Clean up any spilt liquids, wet footprints etc. immediately.