



**Talbot House Preparatory School**  
**Member of the Broadway Education Group**

**Health & Safety Policy**

**Applies to:**



This policy applies to all members of our school community, including those in our Early Years (EY) setting, extracurricular activities inclusive of those outside of the normal school hours and our wraparound care provision.

**Available from:**

This document is available to all interested parties on the school's website or from the School Office.

**Monitoring and Review:**

This policy will be subject to continuous monitoring, refinement and audit by the Head teacher. The proprietors will undertake a formal review of this policy for the purpose of monitoring the efficiency with which the related duties have been discharged, by no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

<b>Adopted by: (signatures)</b>	<b>Date:</b>
<b>Head teacher:</b>  Mrs Tracey Wilson	November 2024
<b>Executive of the Board:</b>  Mrs J Broadway	November 2024
<b>Review Date:</b>	November 2026

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## **PART 1**

As governors of Talbot House Preparatory 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 fulfill our responsibility as governors of Talbot House Preparatory School by appointing the Group Chief Financial Officer with responsibility for overseeing health and safety as part of 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 Headteacher. However, as governors, we have specified that the school should adopt the following framework for managing health and safety:

The Group Chief Financial Officer 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 each term's health & safety sub-committee meeting.

The minutes of the Committee's discussion on health and safety are tabled at each meeting of 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 [annually/regularly] by competent professionals.

These reports (as per point above) are considered by the health & safety 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 bursar arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year, together with regular external deep cleaning and pest control services, and the bursar reports on all these aspects to the health & safety committee].

The school has fire risk assessments, carried out by a competent person which are reviewed

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every year for progress on completion of items in the action plan, and updated every three 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 should review this risk assessment every time it is amended and submit a report to the Group Chief Financial Officer.

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 should be monitored by the The Group Chief Financial Officer.

The school has a competent person undertake a risk assessment for legionella every two years and a quarterly water sampling and testing regime is in place.

The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling' and 'working at height training'. 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 selected 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 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 parts two and three of this document.

## **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.

### **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. 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

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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 Headteacher to account in respect of the requirements set out in this policy.

## 2. **Headteacher**

The Headteacher 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 Headteacher 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 Headteacher 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 Headteacher will be responsible for the implementation of an Emergency Plan. [Crisis Incident Plan]

## 3. **Bursar**

The Bursar will have delegated by the Headteacher 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
- [Radon gas – if relevant in your geographical area]

They will also act as the School Safety Coordinator, whose duties will include:

- advising the Headteacher on maintenance requirements;

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

#### 4. **Teachers**

Teachers 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 – Head of Drama
- Art (including harmful substances and flammable materials) – Head of Art
- Music – Head of Music
- Design & Technology – Head of Design & Technology
- Outdoor lessons – Deputy Headteacher
- Trips and visits – Educational Visits Officer

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

#### 5. **Estates Department**

The Maintenance Team will assist the Bursar with the implementation of the following:

- Building security
- Prevention of unsupervised access by pupils to potentially dangerous areas (in cooperation with others as appropriate).

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- Registration and control of visitors and management of contractors..
- Site traffic movements.
- Maintenance of School vehicles.
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos, radon gas
- Good standards of housekeeping, including drains, gutters etc.
- Control of hazardous substances for ground maintenance activities.

## 6. 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:

- Structural surveyors are retained to give advice on the external fabric of the school [annually].
- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists 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.
- appropriate pest control measures to be in place.

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- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three 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, extinguishers and call points 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 quarterly 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 take place. They are also responsible for the maintenance of an asbestos management plan. She is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The school's radiation protection supervisor (RPS), [bursar] is responsible for liaison with the radiation protection advisor of BCP Council for ensuring compliance with the Ionising Radiations Regulations 2017 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.
- 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 of which are RCD protected and meet the requirements of BS7671 IET wiring regulations].
- All work on gas boilers and appliances is carried out by registered Gas Safe engineers.  
[All domestic boilers are serviced annually]
- 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.

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## 7. **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:

- Curriculum and/or pastoral deputy head
- Chief Financial Officer
- Head of science
- the EVO
- the maintenance engineer/clerk of works
- the 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 workplace;
- encourage suggestions and reporting of defects by all members of staff.

## 8. **The School Administrator**

The School Administrator will be responsible for:

- Maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive.
- Keeping statistics and preparing summary reports for the School Health and Safety Committee.

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- Escorting pupils to hospital (and informing their parents).
- Checking that all first aid boxes and eye wash stations are replenished (as delegated to the Head of First Aid).

## 9. **Staff**

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify the School Safety Coordinator (Bursar) 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 cooperate 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 fulfillment of their duties.

**DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY**

GOVERNORS/TRUSTEES

Overall responsibility for health and safety at main Board level



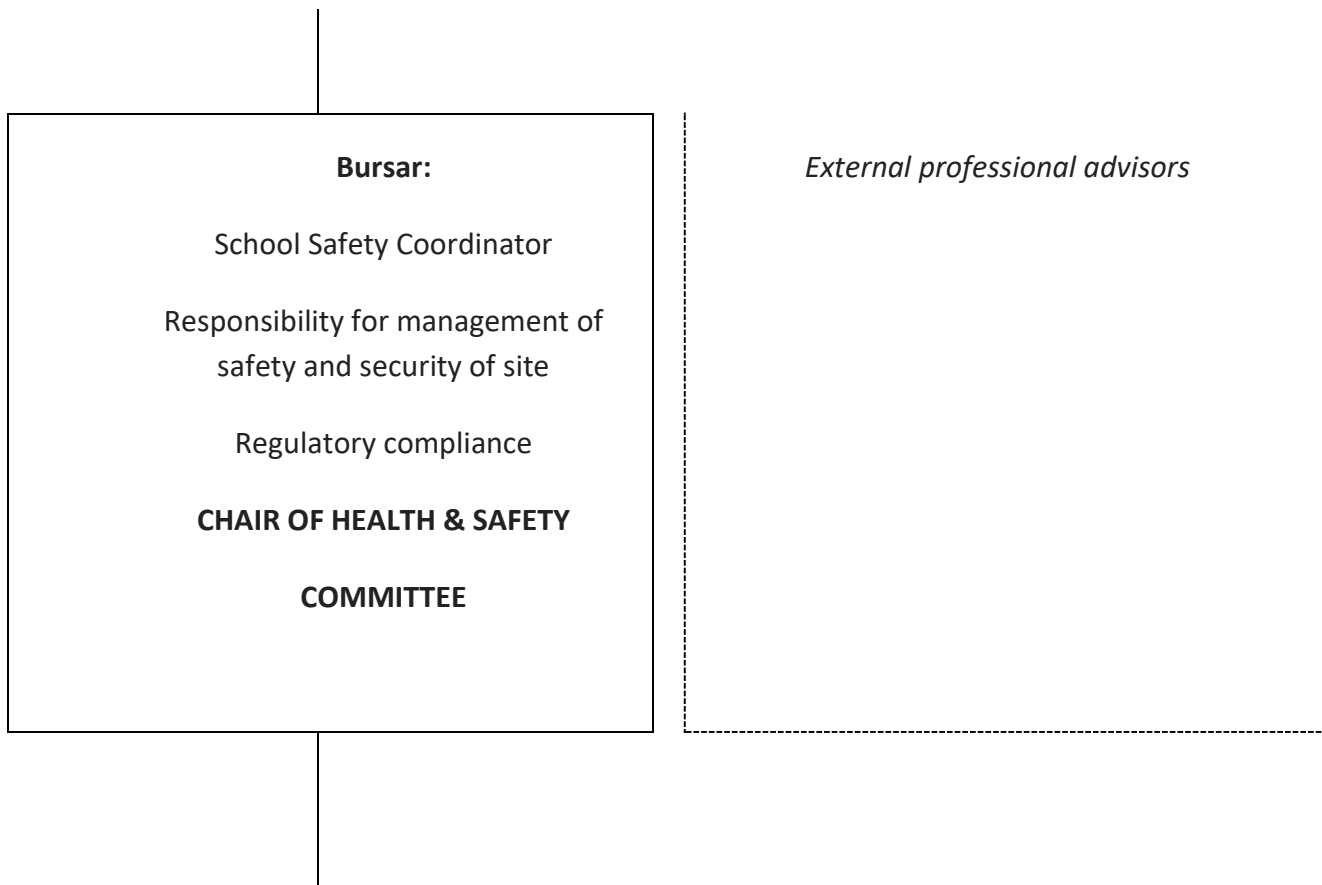
Named governor with responsibility for oversight of  
of health and safety



Headteacher

Responsibility for day-to-day operations and organisation of health and safety

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**Members of the Health and Safety Committee**

Named Governor (Chief Financial Officer)  
 Bursar/Maintenance Engineer

Headteacher/DeputyHead

Educational visits Coordinator

Teachers

Bursar

School Administrator

Catering manager

IT Consultant

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Head of Science



Whole school community: staff, pupils, governors, visitors, volunteers, contractors working on-site.

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