



Health and Safety Policy
June 2025



Health and Safety Policy

This policy will be reviewed annually
Policy reviewed: June 2025 by J Salibi
Next review: June 2026 by J Salibi

HEALTH AND SAFETY - RESPONSIBILITIES

Purpose of this Section

- I. This section sets out the general responsibilities and specific duties of Wimbledon Common Preparatory School (WCPS) (hereafter – ‘the School’), the school governors and school staff with respect to health and safety and provides an overview of the principal related legislation.

Legislation

- The Health and Safety at Work etc Act 1974 (as amended)
- The Health and Safety (Consultation with Employees) Regulations 1996
- Reporting of Injuries, Diseases and Dangerous Occurrences Regs. 2013
- Health and Safety (First-Aid) Regulations 1981
- The Ionising Radiations Regulations 2017
- The Control of Asbestos at Work Regulations 2012
- Pressure Systems Safety Regulations 2000
- The Electricity at Work Regulations 1989
- The Noise at Work Regulations 2005
- The Management of Health and Safety at Work Regulations 1999
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Personal Protective Equipment at Work Regulations 1992 (as amended)
- Personal Protective Equipment at Work (Amendment) Regulations 2022 (PPER 2022)
- The Management of Health and Safety at Work [Amendment] Regulations 1994
- The Provision and Use of Work Equipment Regulations 1998
- The Manual Handling Operations Regulations 1992
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Control of Substances Hazardous to Health Regulations (as amended) 2002 (COSHH)
- The Regulatory Reform (Fire Safety) Order (2005)
- Fire Safety Act 2021
- Fire Safety Regulations 2022
- Work at Height Regulations 2005
- Food Safety Act 1990
- The UK Food Information Amendment 2021
- Control of Vibration at Work Regulations 2005

General Guidance

2. The Health and Safety at Work etc. Act 1974 (HASWA) places a duty on all employers, in this case the School, to safeguard so far as is reasonably practicable, the health, safety and welfare of their employees and of others who may be affected by work activities, such as pupils and visitors. They must ensure that all premises, equipment and substances are safe and without risk to health.
3. Therefore, the Governing Body has ultimate responsibility for health and safety. However, it is the responsibility of the Management Board (MB) to implement the agreed policies.
4. In addition, all employees must comply with the safety policy and work in a safe manner.

Enforcement

5. The enforcement agency for health and safety in schools is the HSE. The HSE publishes education relevant advice on www.hse.gov.uk.

Responsibilities of the Governing Body

6. The School is wholly responsible for the health, safety and welfare of the teachers, support staff, pupils, visitors and for the buildings and equipment. To fulfil their responsibility the Board of Governors will:
 - Monitor (including consideration of inspection reports). A report from the health and safety committee is reviewed at each meeting.
 - Prioritise actions where resources are required.
 - Ensure actions are taken.
 - Include health and safety on governing body meeting agendas.
 - Assess the annual report on health and safety performance.
 - Report on the School's security arrangements.
 - Review the School's safety policy on an annual basis.
 - Agreeing the School Child Protection Policy annually.
7. The School is also responsible for appointing competent external contractors and vetting their work to satisfy the school that they are following correct health and safety procedures. However, they also have duties as employers.
8. The Management Board, the Head and other members of staff have an obligation to co-operate with the Governing Body so far as necessary to ensure health and safety requirements are met.
9. In undertaking these responsibilities, **Governors must be aware of:**
 - Administrative matters relating to accident investigation and recording, provision of health and safety training, and health and safety inspection.
 - The provision of specialist professional advice and information on health and safety matters.
 - Structural repairs and maintenance including decorations.
 - Specific problems such as the discovery of harmful substances, e.g., asbestos.
 - Equipment purchases and personal protective equipment, e.g., gymnasium and playground equipment, and machinery.
 - Non-structural repairs, such as groundwork (e.g., playing fields and gardens).
10. In fulfilling these responsibilities, the **Governors must ensure that there is a written health and safety policy including:**
 - A declaration of commitment.
 - An acknowledgement of responsibilities towards pupils and visitors (Statement).
 - The organisation for implementing the policy (Organisation).
 - Suitable arrangements for implementing the policy (Arrangements).
 - Facilities for monitoring / measuring safety performance (Monitoring).

- A revision procedure (Audit & Review).

11. To fulfil these responsibilities the **Governors must be kept up to date regarding:**

- Audit and audit reports by outside agencies, such as:
- HSE enforcement staff.
- The appointed consultant and advisers.
- Specialist contractors, e.g., for electrical testing, fire safety systems.
- Reports from safety representatives.
- New legislation which may affect the School.
- Self-inspection (self-audit) activity.

12. The Governors do not have to carry out audits themselves, but they should be in a position to report activity to parents and other interested bodies either by written statements in an annual report or at appropriate meetings.

Governing Body Decisions:

13. The Governors are responsible for the School's finances and must therefore be involved in budgetary decisions affecting health and safety matters. However, the daily management of the School is delegated (with various types and levels of expenditure) to the Head and Bursar.
14. All decisions with regard to health and safety must have an element of risk assessment (e.g., following the HSE's "hierarchy of control measures" to minimise risk before implementing safety control measures and considerations of reasonable practicability, balancing of cost and time against benefit). Therefore, the Governors will require that appropriate risk assessments have been carried out in line with the risk management policy. Importantly, the School must have an emergency situation plan.

Summary

15. The Governors will set the appropriate framework and policy for health and safety, however they expect individual members of staff to implement the policy and meet its objectives. An example of this might be department heads identifying hazards and making appropriate risk assessments.
16. In addition, the Governors will ensure that the SLT is set performance standards for security and health and safety, and that they are achieving them.
17. The School's Staff Handbook sets out safety precautions to avoid accidents in the workplace. Other topics covered are fire safety, accident procedures, manual handling and lone working.
18. A Health and Safety report is submitted for Governors' meetings.

HEALTH AND SAFETY - ORGANISATION

Board of Governors

1. The Chairman of the School's Governing Body and the governors are responsible for setting Health and Safety policy and ensuring it is implemented. Therefore, the Board, which meets each term, plans to carry out its duties by:
- Receiving a report from the School Health and Safety Committee at each meeting and discussing any issues as necessary
 - Receiving an annual Health and Safety Report.
 - Reviewing and agreeing the School Health and Safety Statement annually.
 - Reviewing any external Health and Safety report and directing any actions required.
 - Reviewing and agreeing the School Child Protection Policy annually.

2. The Chairman will produce a Health & Safety Statement within one week of taking over as Chairman and review it annually.
3. In addition, one governor will act as the governor responsible for monitoring and reporting on health and safety issues and report back to the Board as necessary.

Senior Leadership Team

4. The Head Teacher and the Senior Leadership Team (SLT) are responsible for ensuring that agreed health and safety policy is implemented, co-ordinating day-to-day activities and making recommendations to the Governing Body as necessary. Any issues will be raised at the Pre-Prep Management Board, which sits every term, for direction as necessary.
5. The Head Teacher has overall responsibility for the implementation of health and safety policy for all members of staff and pupils, as well as visitors to the School, though the whole MB shares a corporate responsibility for all School activities.
6. In addition, the WCPS Health and Safety Officer is allocated specific responsibilities for overseeing health and safety matters.

School Health and Safety Committee

7. The Health and Safety Committee, chaired by the Bursar, is a non-executive committee for the purposes of providing a regular forum for the discussion of health and safety issues. The committee, which sits every term, consists of a range of teaching and support staff covering the key areas within the schools, including the pre-preps.
8. Members of staff should bring health and safety issues to the attention of the Health and Safety Co-ordinator through staff meetings. Where appropriate, the Health and Safety Co-ordinator will make recommendations to the Committee, who will make recommendations to the MB and/or Governors, in accordance with the School's current procedures.
9. Copies of the minutes of the Committee's meetings are given to all governors and a copy is sent to the WCPS Health and Safety Officer. The minutes are available to all WCPS staff via a hard copy posted on the Health and Safety noticeboard in the School Office.
10. The School holds half termly internal Health and Safety meetings attended by key staff.

Risk Assessment and Training

11. The Head is responsible for ensuring that the School has the appropriate risk assessments in place and that staff undertake the appropriate health and safety training.
12. This role is assisted by a named Health & Safety Consultant from Assurity Consulting, who advises on policy, assists with risk assessments and carries out in-house health and safety training in areas in which they are proficient. Training is provided in first aid and child protection matters.
13. In addition, the School has also appointed Assurity Consulting as the School's Health and Safety advisors.
14. Training that cannot be provided in-house is undertaken by appropriately qualified Health & Safety organisations.

Near Miss Reporting

15. Near miss reporting allows the School to pinpoint new risks or suitable control measures for existing risks without having to wait for the next scheduled risk assessment or an incident to take place. Near misses should be reported to the Health and Safety Officer and recorded in the Near Miss Report log. The log can enable the School to identify any new trends.

HEALTH AND SAFETY POLICY

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Wimbledon Common Preparatory School

Andrew Forbes, Head Teacher

Joanne Salibi, Health and Safety Officer

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Andrew Forbes Joanne Salibi	Staff to notify Head Teacher/Health and Safety Officer of any relevant incidents which may need attention.
To provide adequate training to ensure employees are competent to do their work.	Andrew Forbes	Designated First Aiders with HSE approved certificate: Sharon Lisk, Andrew Morrison. Staff Paediatric First Aid Training - Module 1 online June 2023, Module 2 practical August 2023. February 2024 Whole Staff Training online – Health and Safety including Risk Assessment; Fire Awareness Refresher. May 2024 Whole Staff Manual Handling Training online.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Joanne Salibi/Andrew Forbes	Weekly staff briefings where any Health and Safety issues may be raised. Internal Health and Safety Meeting once every half term. Termly Health and Safety Meeting with KCS including WCPS Head Teacher and Health and Safety Officer.
To implement emergency procedures – evacuation in case of fire or other significant incident.	Joanne Salibi, Fire Officer	Termly fire and stay put procedure drills. Weekly testing of fire alarm, checking fire extinguishers and safety lighting.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Joanne Salibi/Andrew Forbes	Basement area securely padlocked for the safe storage of any cleaning materials. COSHH assessment kept with Churchill cleaning contractor. Cleaning materials are also stored in the Staff Room kitchen; these are locked within one of the kitchen units and requires a key to be opened.

Health and safety law poster is displayed:	In Staff Room			
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) www.hse.gov.uk/riddor Tel: 0845 300 9923	Multiple First Aid kits are located in good view around the school and in the School Office. Medication Book with Sharon Lisk and Accident Book located in Staff Room.			
Signed: (Employer)	Joanne Salibi	Date:	June 2025	
Subject to review, monitoring and revision by:	June 2026	Every:	12	months or sooner if work activity changes

