



*Papplewick, Ascot*

## **Part 1: General Statement of Health and Safety Policy**

As Governors of Papplewick Educational Trust Limited we fully recognise our collective responsibility for providing, in 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 also attach high priority to ensuring that all the operations within the School's environment, both educational and support, are delivered in an appropriate manner. The Governors are fully committed to promoting the welfare of all in our community, so that effective learning can take place.

We fulfil our responsibility as Governors of Papplewick School by appointing a Governor to oversee health and safety. Day-to-day responsibility for the operation of health and safety at the School is vested with the Headmaster and the Bursar, and with the HR and Health & Safety Manager and the Domestic 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 all termly meetings of the School's health and safety committee whenever possible, and receives copies of all the relevant paperwork from the Bursar.
- A verbal report on health and safety by the Bursar is a standing item on either the F&GP Committee meeting agenda or the Governors' meeting agenda each term.
- The Governor overseeing health and safety reviews and checks the School's compliance with the relevant Independent Schools Standards Regulation (ISSR 5) on an annual basis, reporting on the work he has performed to the Board of Governors.
- The external and internal fabric of the School and its plant and equipment are inspected and reviewed regularly by the Domestic Bursar and the HR and Health & Safety Manager, or by competent professionals if appropriate.
- 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 from RBWM. In addition, the Bursar arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas from time to time, together with regular external deep cleaning and pest control services.
- 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 which are updated

every five years (more frequently if significant changes are made to the interior of buildings or new buildings are added). The Bursar reviews these fire risk assessments every time they are updated, and reports to the School's health and safety committee as necessary under a standing agenda item.

- An external health and safety adviser reviews the overall arrangements for health and safety, including fire safety, and the general state of the school, and reports on actions required with recommended timescales in a health and safety action plan.
- Progress on implementation of items in the health and safety action plan is regularly monitored by the HR and Health and Safety Manager and the Domestic Bursar.
- The School has a competent person undertake a risk assessment for legionella every three years, and a quarterly water sampling and testing regime is in place.
- The School has a process in place for the training and induction of new staff in health and safety related issues by the HR and Health & Safety Manager. Health and safety training that is related to an individual member of staff's department, such as Cleaning, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any members of the teaching staff who are involved with trips and visits, and to selected members of the non-teaching staff such as drivers. Refresher training is provided to staff as necessary.
- During a pandemic the School ensures that it follows all government guidance, has appropriate risk assessments and policies in place, and that it follows closely all the necessary procedures and protocols.

All members of staff are responsible for taking reasonable care of their own safety, and that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Headmaster, the Bursar and other members of the Senior Management Team in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or health and safety issues to the Bursar or his staff.

Employees are briefed through the health and safety committee and its members on where copies of the General Statement of Health and Safety Policy can be obtained within the School and on the School's website. They will be advised as and when the statement is reviewed, added to or modified. Details of the organisation, implementation, operational monitoring and management review arrangements for carrying out the requirements of the General Statement of Health and Safety Policy are to be found in Part 2 of this document which is titled School Health and Safety Organisation.



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Mr A. A. M. Try LL

Chairman of Governors, for and on behalf of the Governors

February 2024

## Part 2: School Health and Safety Organisation

This second part of the General Statement of Health and Safety Policy ('the Policy') deals with the organisation, 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 the School's activities.

### 1. The Board of Governors

The Governors have overall collective responsibility for health and safety within the School. They have 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, in 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 to assist the Governors in carrying out their duties.

### 2. The Headmaster and Bursar

The Headmaster and Bursar will assist the Governors 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 Governors on health and safety performance and assist the Governors in implementing any changes in the Policy which the Governors may have requested or approved.

The Bursar will have day to day management responsibility for ensuring that, in so far as is reasonably practicable, arrangements are in place for:

- Safety and physical security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction
- Serious incident procedures and reporting

Assisted by the HR and Health & Safety Manager and the Domestic Bursar, the Bursar will also:

- advise the Headmaster on major or significant maintenance requirements
- co-ordinate advice from specialist safety advisors and review associated action plans
- monitor health and safety within the School and raise concerns as necessary
- ensure compliance with the Construction (Design and Management ) Regulations
- chair the School's health and safety committee

### **3. Heads of Department**

The Heads of Department will ensure, in as 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 include:

- Science (including harmful substances and flammable materials) - Head of Science
- Sports activities – Director of Sport and Head of PE
- Art (including harmful substances and flammable materials) - Head of Art
- Music - Director of Music
- Design & Technology - Head of Design & Technology
- Trips and visits – Trip Leaders
- Swimming – Head of Swimming and Domestic Bursar
- Catering and cleaning functions – Domestic Bursar
- Minibuses – Domestic Bursar
- Car parking – Domestic Bursar

They will also be responsible for identifying and organising training that is relevant to their area of control, details of which will then be held centrally by the HR and Health & Safety Manager.

### **4. Domestic Bursar and Head Groundsman**

The Domestic Bursar and Head Groundsman will assist the Bursar with the implementation of the following:

- Building and physical site security
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- Registration and control of 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 and gutters
- Control of hazardous substances for maintenance and grounds activities

### **5. External Health and Safety Advisors**

The Bursar will arrange as appropriate for external advisers and consultants to advise on matters of health and safety within the School. Such provision may include:

- Appointment of a lead external health and safety adviser to give professional health and safety advice to the School across a variety of different areas including changes in regulation
- Architects or surveyors to give advice on the external and internal fabric of the school when required for major issues
- Engineers to monitor and service the School's plant and equipment including the main boiler system, ancillary boilers and other plant and machinery in use at the School
- Servicing of machinery used in Design and Technology, Science, IT, Art, Grounds or in the Maintenance Department
- Adhering to health and safety rules and regulations in catering through external inspections by the Environmental Health Officer from RBWM. In addition, the Bursar will arrange for:

- An independent hygiene and safety check of food storage, meal preparation and food serving areas from time to time
- Professional advice from the School's external caterers on healthier food, menu planning and special diets as needed
- Professional deep cleaning of all equipment, and high level cleaning of all cooking, food preparation, storage and surface areas at least twice a year
- Appropriate pest control measures to be in place
- The School having suitable and sufficient fire risk assessments carried out by an external specialist consultant which are 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 added. These fire risk assessments include the School's sleeping accommodation
- In addition to the weekly fire alarm tests, ensuring that the alarm system, together with all smoke detectors, emergency lighting and fire extinguishers are tested biannually or annually by a qualified contractor
- Using the external health and safety adviser to assist with the School's comprehensive annual risk assessment exercise which covers all areas and activities including health and safety in the classrooms, dormitories, support areas, public spaces and all the sports and swimming facilities
- Ensuring that the School has a suitable and sufficient risk assessment for legionella carried out every three years, and a quarterly water sampling and testing regime in place
- Ensuring that the School maintains an asbestos register which is kept up-to-date, and that any sampling or removal takes place before major works start. The Domestic Bursar is also responsible for the maintenance of an asbestos management plan and for making sure that contractors are fully briefed on areas of asbestos before starting work

## 6. The School's Health and Safety Committee

The committee will meet once a term, and will be chaired by the Bursar. The Governor responsible for overseeing health and safety also attends all of these meetings whenever possible. The other members of the committee will be:

- Second Master
- HR and Health & Safety Manager
- Head of Co-Curriculum
- Deputy Head (Boarding)
- Fire Officer
- Head Groundsman
- Catering Manager
- Domestic Bursar
- Maintenance Department representative

The role of the committee or its members is to:

- discuss matters concerning health and safety, including any changes to regulations
- monitor the effectiveness of health and safety within the school
- receive a termly report on fire safety from the Fire Officer
- review trends in accidents and near misses and discuss preventative measures, if necessary
- receive reports on the School's annual risk assessment exercise
- discuss any training requirements
- assist in the development of safety rules and safe systems of work
- monitor communications and publicity relating to health and safety in the work place
- encourage suggestions and reporting of defects by all members of staff

- review the car park risk assessment on a regular basis

## **7. School Nurse**

The School Nurse will be responsible for, or will oversee:

- Completing accident forms and reporting notifiable accidents to the Health & Safety Executive
- Assisting the Bursar in keeping statistics and preparing summary reports for the School's health and safety committee and the Governors, if necessary
- Escorting pupils to hospital (and informing their parents)
- Checking that all first aid boxes and eye wash stations are replenished

## **8. Staff**

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify the Second Master or the Bursar of any hazards to health and safety which they notice and of any suggestions they may 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 co-operate fully so as to enable the duties imposed upon them to be performed
- carry out all reasonable instructions given by the School
- make proper use of anything provided in the interests of their health and safety such as protective equipment
- comply with any reasonable request made by the School in relation to the fulfilment of their duties

## **9. Boarding Risks**

The arrangements for reducing risks within boarding houses and areas are assessed regularly in order to identify areas where improvements can be made or may be needed. These risk assessments are recorded to identify the risk levels on a general basis and reviewed annually to identify any changes required to the arrangements for general boarding as well as any individual changes to pupils' needs. The risk assessments cover the need for general risks to be carefully assessed, such as access routes, fixtures and fittings, window access, access to hazardous areas, control of hazardous substances, security etc.

## **10. Specific Risks**

Should any pupil require specific assessment due to any medical condition or temporary or permanent disability or impairment, then specific arrangements would be defined in order to ensure that access arrangements, fire safety considerations and assistance requirements are given whilst ensuring the safety of the pupil and others. The result of the arrangements would be recorded and retained with School Nurse and boarding staff who would regularly review these arrangements.

## 11. Other arrangements

School specific arrangements include:-

- a comprehensive annual risk assessment exercise covering both areas and activities at the School, carried out by the member of staff responsible for those areas or activities
- development by the Bursar of a complete set of health and safety policies to cover various areas of health and safety, which are then reviewed and updated annually
- reporting by the Bursar to the Governors annually on the School's Risk Management Control Matrix, which is also reviewed termly for accuracy and completeness by the School's SMT
- regular reviews of the health and safety action plan prepared by the external health and safety adviser, in order to remove items already dealt with and to add new items identified
- a serious incident on premises policy and procedure, which is rehearsed as necessary on a whole-school basis

## 12. Health and Safety Structure Chart

A Health and Safety Structure Chart reflecting arrangements at the School in diagram form is attached as an [Appendix](#) to this document.

February 2024

Appendix:

Papplewick School  
Health and Safety Structure Chart

