



Health and Safety Policy

A Whole-School policy including the EYFS

Developed by:	Matt Mockridge (Head of Finance) (named person for Health and Safety)
Approved by:	Fergus Llewellyn (Headmaster, DDSL)
Last reviewed:	January 2022
Next review:	January 2023
Reviewed annually or with government change. Next Governor Review February 2023	

Statement of General Policy

Cumnor House School Trust acknowledges and accepts its responsibilities for securing the health, safety and welfare of its employees, of contractors working on the premises over which it has control, and of members of the public (including pupils). It will seek to provide safe, healthy and hygienic working practices for all its employees. This will extend in particular to the following matters:

1. The provision and maintenance of systems of work that are safe and with minimum risk to health;
2. The arrangement for ensuring safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances;
3. Provision of such information, instruction, training and supervision as is necessary to ensure the health and safety of all its employees and pupils;
4. The maintenance of the premises in a condition that is clean, safe and with minimum risk to health and the maintenance of means of access to, and exit from, the premises that are safe and with minimum risks;
5. The provision and maintenance of a working environment for employees which is safe, with minimum risks to health and adequate as regards facilities and arrangements for their welfare at work;
6. The provision of information to contractors and visitors on the procedures and rules in place to ensure their safety whilst on site.
7. Arrangements to monitor, establish and review health and safety matters are managed through the termly internal H&S meetings, termly Governors' committee meetings and through the continuous monitoring and monthly review of the policy and its provisions by the responsible officer, Head of Finance, and an external third-party Competent Authority, our Health and Safety Consultants, Peninsula. Risk assessments are developed where necessary and are reviewed annually.

The School also considers that it is the individual responsibility of all employees to ensure strict adherence to safety regulations and policies, and to fulfil their obligations under the Health & Safety at Work Act 1974 and subsequent legislation in the following respects:

1. To take reasonable care of his/her own health and safety and of other persons (including pupils) who may be affected by his/her acts or omissions at work;
2. To co-operate with management as regards any duty or requirement imposed on management or any other person by the Act, so far as is necessary to enable that duty or requirement to be performed or complied with;
3. To engage in conversation with those responsible for H&S to have two-way dialogue on limiting any hazards in the workplace;
4. Not to interfere intentionally or recklessly with or misuse anything provided in the interests of health, safety or welfare in pursuance of the requirements of the Act.
5. To report any defects or hazards without delay to their immediate superior and/or colleagues or direct to the Head of Finance.

6. To report any accident or injury occurring at work or as a consequence of their work to their superior, the Head of Finance or the medical team as soon as possible. An accident report form must be completed by the person concerned and submitted to the medical team or the Head of Finance.

This policy statement will apply to all persons working within the establishment controlled by the school whether or not they are contractually employed by the school.

Particular areas of responsibility are as follows:

Health & Safety Officer. The Head of Finance, Matt Mockridge has overall responsibility for compliance with Health & Safety regulations through the Headmaster, Mr Fergus Llewellyn. Any concerns should be reported to the Head of Finance.

Health & Safety Competent Authority. Peninsula Group

Science Laboratory and Store Room. The Head of Science

Technology and CDT. The Head of Design Technology Department

Games, Sports Hall and Sports Equipment. The Director of Sport

Kitchen and Catering. Holroyd Howe Ltd. Catering Manager

Medical Care, First Aid, Accident Book. The School Nursing Sister

Fire Alarms and Drills. The Head of Finance and the Housemaster

Fire Safety Advisers. The East Sussex Fire Brigade.

Fire Equipment Maintenance. Allfire Ltd.

Fire Alarm Maintenance. Allfire Ltd.

Electrical Safety Maintenance. Allfire Ltd.

Health & Safety Committee. This comprises the Head of Finance, Headmaster, Deputy Head Pastoral, Director of Compliance, Head of Science, Head of Pre-Prep, Housemaster, Head of Technology, School Nursing Sister, Pool Manager, Site Manager & Head Groundsman.

Reference:

Health and Safety at Work etc. Act 1974 (Last update January 2018)

Available at: <http://www.legislation.gov.uk/ukpga/1974>

Cumnor House Sussex

Haywards Heath, West Sussex, RH17 7HT
01825 790 347 | office@cumnor.co.uk | www.cumnor.co.uk



*In the Early Years Setting the same procedures are adhered to.
Where there are any specific requirements for EYFS it will be stated within the policy.*

Cumnor House Sussex

Haywards Heath, West Sussex, RH17 7HT