



## Chesham Preparatory School

### **GENERAL STATEMENT OF HEALTH AND SAFETY BY THE CHAIRMAN OF GOVERNORS**

As Governors of Chesham Preparatory School (CPS), we fully recognise our collective responsibility for providing a safe and healthy school for all of our employees, pupils, parents and visitors. In our role as employer, we attach the highest priority to ensuring that all the operations within the School environment, both educational and support, are delivered in a manner that is safe and healthy for all in accordance with the Health and Safety at Work Act and other relevant legislation. 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 CPS 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 Head, the delivery of which is delegated to the Bursar. However, as Governors we have specified that the School should adopt the following framework for managing health and safety:

- The Governor with specific responsibility for health and safety shall attend the termly meetings as required by the Head or Bursar and he/she or the Bursar will report back to the Governor meetings anything of note.
- That a report on health and safety covering (if applicable at the time): statistics on accidents to pupils, staff and visitors, staff training, fire practices, and all new or revised policies and procedures and policy and procedure compliance, is tabled at each term's Governor Meetings.
- That risk assessments are carried out in accordance with regulations.
- That the external fabric of the School, its plant, equipment and systems of work are surveyed and inspected as required by qualified professionals, with their reports reviewed by the Bursar and reported to Governors as necessary.
- That the School's adherence to safety in catering and cleaning of the food preparation and eating areas is subject to external audit by professionals on a regular basis. (This is partly in anticipation of inspection by the Environmental Health Officer.) In addition, the Estates Manager/catering company arranges a regular external deep cleaning and pest control services, and that the Bursar reports on all these aspects to the Health and Safety Committee.
- That the School has a fire risk assessment, carried out and updated every year by a competent person (unless of course there are significant changes), 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 Governors.

- That when changes to buildings or fabric are contemplated an external health and safety consultant reviews the overall arrangements for health and safety, including fire safety and the general state of the School, and reports on actions required and recommended.
- The progress of implementation should be monitored by the Finance and General Purpose Committee.
- That the School has a professional risk assessment for legionella, with a water sampling and testing regime in place.
- That the School has a comprehensive policy in place for the relevant training and induction of new staff in health and safety related issues, which should include basic fire, manual handling and working at height training.
- Governors will make available adequate resources for health and safety.

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 Management Team in order to enable the Governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Bursar.

A copy of this policy and the resulting procedures and arrangements is available in the Staff Handbook held in the Staff area.



**Nick Baker**  
**Chairman of Governors**

**September 2018**