SUTTON VALENCE SCHOOL
SINCE 1576

Health and Safety Policy

(Prep School and Senior School)

Author: Mr Carlos Nasiry
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Approval Date by Governors: November 2025
Policy Review Date: September 2026 or earlier if further updates required

This Policy applies to Sutton Valence School (including as the context requires, the Nursery, the Prep School and Senior School).

1. Policy Statement

In line with the 'Health and Safety at Work Act 1974' and the 'Management of Health and Safety at Work Regulations 1999', the Governors of Sutton Valence School recognise and accept their responsibility as the employer for providing, in accordance with the law, work places and work practices which are safe and healthy for employees, pupils, visitors (including contractors) and anyone else who might be affected by their work activities. The School Governors seek to implement this policy through adherence to the procedures set out in the rest of this document.

The School's Health and Safety Policy has regard to the DfE Guidance 'Health and Safety: Responsibilities and Powers' and the Local Management Arrangements also have regard to the 'National Minimum Standards for Boarding (April 2015)'.

In particular, care will be taken to provide and maintain:

- Safe premises;
- Safe places of work with safe access and egress;
- Safe plant and equipment;
- Proper arrangements for the use, handling, storage and transport of articles and substances;
- Information, instruction, training and supervision for safety and safe systems of work;
- A safe and healthy working environment throughout;
- Appropriate communication with employees;
- Committee arrangements for the consideration of health and safety matters.

In line with Health and Safety at Work Act 1974 (HSWA) Section 7, employees have a responsibility to take reasonable care of their own personal health and safety and that of fellow employees, pupils and other persons who might be affected by their work activities. All employees also have a duty to co-operate with their employer to ensure good safety management and to report immediately any new hazards identified. All managers with responsibility for staff and/or pupils are also required to commit to writing their own specific Codes of Practice for safety. All employees, therefore, must carry out their activities in accordance with training, procedures (including the use of appropriate safety devices), risk assessments and reporting protocols laid down in the School's Health and Safety Policy and the School's Codes of Practices.

This policy applies to all members of our School community, including boarders.

This policy is available to relevant parties in accordance with our statement on the provision of information.

The Governors will provide competent professional health and safety advice and additional resources when required.

The Health and Safety Committee meet termly and the Headmaster reports to the Governors via the Bursar at least annually on all significant health and safety matters and as and when there is a major accident or incident.

Details of the organisation for health and safety management can be found in Section 4 of this policy. The arrangements for policy compliance can be found in the Arrangements File, which can be viewed on Teams/SVS Policies and Procedures.

2. Key Personnel

The Headmaster is responsible and accountable to the Governors for implementing the School's Health and Safety Policy. His duties are set out in the Organisation for Health and Safety Management in Section 4. This document also contains the roles of those to whom certain duties have been delegated and those who have been appointed to advise.

The Health and Safety Officer at Sutton Valence School is the Bursar. Sutton Valence School also retains the services of SGR Consulting Services Ltd to provide professional health and safety advice to the School.

3. Procedures

Detailed arrangements for Health and Safety at Sutton Valence School are set out in the School's Health and Safety Arrangements file which can be found on Teams/SVS Policies and Procedures.

These detailed arrangements cover the following:

- Accident Records and Notification – including the recording and reporting of those accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). [See also Accident Reporting Policy];
- Asbestos;
- Construction Projects;
- Consultation with Employees;
- Contractors and Practical Guidance on Safe Working Practices based on Health and Safety Executive Advice;
- Display Screen Equipment;
- Electrical Equipment and Systems;
- Fire Precautions [see also Fire Safety Policy and Emergency Procedures];
- First Aid [see also First Aid and Accident Reporting Policy];
- Flammable Liquids;
- Gas Safety;
- Hazardous Materials Register;
- Information, Instruction, Training and Supervision;
- Inspections, Maintenance, Regular Safety Activities;
- Ionising Radiations;
- Lifting Operations and Lifting Equipment;
- Manual Handling and Lifting;
- Minibuses;
- Noise Control;
- Occupational Stress;

- Personal Protective Equipment [PPE];
- Pesticides;
- Premises and Accommodation;
- Pressure Vessels and Associated Equipment;
- Pupil Supervision;
- Pupil Access;
- Risk Assessment [see also Risk Assessment Policy];
- Security and Lone Working;
- Signs;
- Smoke Free Workplace;
- Sports, Games and Activities – Non-Curriculum;
- Statutory Notices [Health and Safety];
- Substances Hazardous to Health;
- Swimming;
- Vehicles;
- Vibration Control;
- Visitors;
- Visits and Activities out of School [see also Educational Visits and Activities Offsite Policy and Education Visits Guidance];
- Woodworking Machinery;
- Work at Height;
- Work Equipment;
- Work or Careers Experience.

If you have any questions about Health and Safety at Sutton Valence School, please speak to your Line Manager or the Health and Safety Officer.

4. Organisation for Health and Safety Management

Governors recognise the need to identify organisational arrangements in the School for implementing, monitoring and controlling health and safety matters. A summary of the individual duties including reporting arrangements and hence the organisation and accountability are as follows:

The Governors
The Governors accept full responsibility for health and safety within the School.

The Governors consider that one of their primary objectives is to provide the best possible safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people.

The Governors recognise their corporate responsibility as employers to ensure, so far as is reasonably practicable, that this same safe and healthy environment is also provided for pupils and all other people who visit the School.

The Governors are committed to ensure that the School operates in accordance with current legislation. They are not, however, merely content to conform to minimum acceptable standards, but are determined to ensure the best possible standards are met.

To this end the Governors will:

1. monitor the effectiveness of the implementation of this Policy and will revise it where necessary;
2. ensure that any significant changes in the policy will be brought to the attention of the employees;
3. establish an information gathering and reporting procedure so that their decision-making on health and safety is soundly based and is current.

It is a requirement that each school has a governor who takes responsibility for oversight of health and safety.

As non-employees, their duties are to:

1. Attend the School's Health and Safety Committee meetings;
2. Provide the 'critical friend' role and challenge and support the work of the Headmaster;
3. Liaise regularly with the School's Health and Safety Officer on developments in the School's health and safety systems.

The Headmaster
The Headmaster is responsible and accountable to the Governors for implementing the School safety policy and for all matters relating to health, safety and welfare within the establishment.

The day-to-day management of health and safety matters (NB: duties, not responsibility) will be delegated to the Health and Safety Officer, which in this case is the Bursar.

The Governors require the Headmaster to ensure the School's safety policy is effectively implemented and understood at all levels. The policy must be regularly monitored, effectively controlled and revised as necessary.

The Headmaster will appoint the Chair of the School Health and Safety Committee, who will arrange meetings as necessary to resolve uncertain areas of responsibility, consider problems or recommendations and referrals to the Governing Body.

The Headmaster has the right to stop what are considered unsafe practices, or the use of any plant, tools, equipment, machinery etc which equally he considers to be unsafe.

The Headmaster and the Health and Safety Committee shall review from time to time:

1. The provision of first aid in School;
2. Fire and evacuation procedures.

The Heads
The Heads must be familiar with the contents of the policy and ensure that the policy and arrangements file is readily available to all employees.

The Heads are responsible for:
1. Ensuring the 'Organisation for Health and Safety Management' is reviewed annually early in the Academic year;
2. Staff are made aware of the Health and Safety Policy and a copy can be viewed on the School's website.

Health and Safety Officer
The Health and Safety Officer at Sutton Valence School is the Bursar, supported by the Estates Bursar and will:

1. Be responsible for co-ordinating all contractual work and maintenance carried out on school premises. In conjunction with the Deputy Head (Teaching and Learning) at the Senior School and Assistant Head (Academic) at the Prep School, he will liaise with Heads of Departments to ensure that safety procedures and policy agreements are adhered to;
2. Ensure good communication exists within the School with regard to the health and safety arrangements;
3. Be responsible for health and safety matters regarding grounds/maintenance service contracts;

4. Be responsible for compiling a School buildings register, identifying known hazardous substances and materials (e.g. asbestos, lead, flammables etc);
5. Be responsible for emergency procedures involving the evacuation of the School premises;
6. Be responsible for ensuring compliance with procedures in respect of managing legionella risk;
7. Be responsible for repairs and general maintenance of the School swimming pool. To ensure that procedures are adhered to by users of the pool in accordance with the School's Code of Practice;
8. Be responsible for advising the Headmaster on all aspects of Health and Safety at Work Act and related legislation;
9. Work with the Deputy Head (Teaching and Learning) at the Senior School and Assistant Head (Academic) at the Prep School, to ensure that the Heads of Departments are carrying out their responsibilities;
10. Monitor the effectiveness of the Policy and report back to the Headmaster as appropriate;
11. Be responsible for obtaining, interpreting and dissemination all relevant health and safety information to the School via the normal line management structure;
12. In a line management function, be responsible for the safe operation for all the administrative, maintenance, grounds, gardens, catering and domestic staff;
13. Establish a system for the reporting back of all accidents, incidents, near misses and damage to School property and investigate accordingly. The result of these investigations, as well as being dealt with by the line management function, should then be discussed by the School's Health and Safety Committee;
14. Where individual employees in the various domestic functions listed above are given posts of intermediate responsibility, identify those posts in the Policy and ensure that those individuals are given the necessary instruction, responsibility and encouragement to carry out the functions that they have been given;
15. Following completion of work associated with the COSHH Regulations, ensure that the ordering of all substances is through the relevant department so that decisions may be taken for additional assessments;
16. Be responsible for liaising with outside bodies that may from time to time use the facilities of the School and ensure that appropriate action is taken both to ensure these bodies have sufficient knowledge of the School procedures and that the School itself is appropriately indemnified;
17. Be responsible for co-ordinating the School's preparation of statutory required Risk Assessments, Manual Handling Assessments, Personal Protective Equipment Assessments and Display Screen Equipment Workstation Assessments.

Heads of Department

Heads of Department are responsible and accountable to the Headmaster for all matters relating to Health, Safety and Welfare within their department. In the exercise of this responsibility Heads of Department must ensure that:

1. All staff under their control receive instruction in their duties regarding health and safety matters;
2. All staff under their control are adequately trained to carry out their duties efficiently and effectively;
3. They are aware of regulations, codes of practice and guidance notes appropriate to their specialist areas;
4. They are responsible for producing their own departmental safety policy, defining safe working arrangements and bringing it to the attention of members of staff including new entrants and supply teachers;
5. They are responsible for ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace. This will include arrangements for facilities such as first aid equipment, protective clothing/equipment, registers and log books;

6. They are responsible for ensuring that the teachers working under them understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility;
7. They are responsible for ensuring that the teachers are aware of the degree of priority that these matters carry and that where appropriate they would be provided with both the time and encouragement to pursue such matters;
8. They are responsible for ensuring adequate supervision for pupils both inside the School, during normal teaching activities and also on external trips as detailed in the arrangements within this Policy;
9. They are responsible for ensuring that everything received from suppliers - machinery, equipment and substances etc. – is accompanied by adequate information and instruction prior to use;
10. They must report to the Health and Safety Officer all problems, defects and hazards;
11. They must ensure that a copy of the Fire Drill regulations and assembly points are prominently displayed in all rooms and areas for which they are responsible;
12. They must carry out regular safety inspections of the departments. Priorities must be given to plant, machinery, equipment, electrical appliances and risk assessments to include use of substances;
13. They must contact the Health and Safety Officer if there are any problems with the location and allocation of fire extinguishers.

Teachers and Technicians

Teaching staff and Technicians are responsible and accountable to their Head of Department for the implementation of the School's Health and Safety Policy in the performance of their duties.

1. They must be familiar with the School's Health and Safety Policy, the implications of that policy and equally any procedures, arrangements and practices relating to their department;
2. They must conform to responsibilities as laid down in their own departmental policy and safe working arrangements;
3. They must ensure that where conditions apply, all pupils or persons under their control receive instruction and are provided with on-the-job training to enable them to operate in a safe and efficient manner;
4. They must report to their Head of Department all problems, defects and hazards that are brought to their notice;
5. Supply teachers must be made aware of the School's Health and Safety Policy and any special arrangements and procedures relating to their work before commencing work.

Estates Bursar

The Estates Bursar is responsible and accountable to the Bursar for all matters relating to health, safety and welfare within the sphere of his activity. The Estates Bursar must:

1. Ensure he is familiar with the School's Health and Safety Policy and that Estates staff are equally aware of any implications of the policy as it affects their work activities (e.g. storage arrangements, materials, equipment, substances etc);
2. Must report to the Health and Safety Officer using the School's procedure when reporting defects, hazards that are brought to his notice;
3. Be responsible for ensuring that everything received from supplies (for direct School use) i.e. machinery, equipment, substances etc is accompanied by adequate information and instruction prior to use;
4. In the case of direct labour, the Estates Bursar is responsible for ensuring that staff under his control are adequately informed, instructed and trained in using all such items before actual use.

Support Staff Line Managers

This section refers to the managers and supervisors who head maintenance, grounds, gardens and cleaning.

1. The managers and supervisors are responsible to the Health and Safety Officer for the safe running of their activities. They are responsible for ensuring adequate supervision of all activities so that the work proceeds according to standards laid down in this Policy.

Catering Manager

The Catering Managers must familiarise themselves with the School's Health and Safety Policy as it relates to their departmental activities. The Catering Managers must:

1. Work in conjunction with any Policy Statement, Health and Safety rules and guidance issued by the Health and Safety Officer;
2. Ensure that all kitchen staff and agency staff are instructed and informed to work in accordance with this document;
3. Be familiar with the Food Safety Act 1990 and the implications as far as the School is concerned;
4. Inform the Health and Safety Officer of any potential hazard or defect;
5. For EYFS pupils, the School must notify Ofsted of any food poisoning affecting two or more pupils cared for on the premises as soon as reasonably possible and must be within 14 days;
6. It is extremely important that new entrants and employees or part-time assistants are aware of Health and Safety practices and procedures in the kitchen.

School Nurses

The School Nurses are responsible for first aid and for checking the first aid facilities (usually first aid kits and eye wash stations) at least termly. The Head Nurse is responsible for:

1. Accident recording. All accidents, occupational ill health, dangerous occurrences and near misses, should be reported promptly on the school accident reporting system. All accident reports are sent to the Estates Bursar to review on a monthly basis. Should a notifiable occurrence take place, the Estates Bursar will notify the enforcing authority at the HSE Incident Contact Centre. Similarly, EYFS notifiable occurrences must be reported to Ofsted and local child protection agencies. Details will be sent immediately to the Headmaster;
2. Accident investigation is the responsibility of the accident investigation team comprising of the appropriate Head of Department, Bursar, Estates Bursar and the School Nurse. Further information about accident reporting can be found in the Arrangements file;
3. Ensuring all staff undertaking first aid duties are given training in accordance with current legal requirements. This means that a first aider will attend an approved Health & Safety Executive course and attend requalification courses every three years. A list of first aiders can be found in the First Aid Policy.

Fire Wardens

Fire Wardens are given responsibility for a specific area, floor or building, and will have the following general duties:

1. On hearing the fire alarm, they should check that the floor or section of the premises allocated to them has been fully evacuated of ALL persons including communal areas, but only IF SAFE TO DO SO; do not re-enter a building;
2. Assist with the evacuation of pupils and any other persons within the building;
3. Carry out fire-fighting, only if the way out is blocked by fire;
4. Proceed to the Assembly Point, closing fire doors en route which do not close automatically;
5. Ensuring that the person in charge of the evacuation is aware that their area has been checked;
6. Assisting with the care and control of all persons evacuated from the premises;
7. Not allowing anyone to re-enter the building until informed that it is safe to do so by the Fire Service or person in charge.

Science Technicians
Science Technicians are responsible to the Head of Department as appropriate for the following:

1. Isolating gas supplies to laboratories at the end of each teaching day;
2. The constant security of all toxic and highly flammable substances which may be used in their department;
3. Ensure that all stores are kept securely locked when not actually being supervised;
4. Be responsible for ensuring that all experiments and services are rendered safe, so far as it is practicable to do so, on hearing the fire alarm;
5. Be responsible for ensuring that a sufficient number of the correct fire extinguishers are available within, or close to, the prep rooms.

5. Health and Safety Committee

The committee listed below meet once a term and is managed by the Bursar. The members are:

Bursar - Health and Safety Officer
School Governor with responsibility for Health and Safety
Deputy Head (Pastoral and Pupils)
Assistant Bursar
Head - Sutton Valence Prep School
Estates Bursar
Director of Sport
Sports and Lettings Administrator
Catering Manager
School Nurse

It is expected that other staff representatives will be invited to attend the Committee, dependent upon matters for consideration on the agenda.

The purpose of the committee is:

1. To consult with employees on matters concerning health and safety, to discuss any significant accidents, incidents, cases of ill health, or defects including 'RIDDOR' reports;
2. To monitor progress, for instance on recommendations from an authoritative source;
3. Monitor the effective implementation of the Health and Safety Policy within the School;
4. Annually update the contents of the Health and Safety policy and identify emerging issues and future strategies.

Recommendations for the agenda are:

- Minutes of last meeting;
- Matters arising;
- Accidents/incidents/ill health/serious defects since last meeting;
- Matters raised by employees/others;
- Policy compliance, recommendations of consultants/others – progress report;
- Training;
- Any other business;
- Date of next meeting;

Detailed minutes are kept and are available for all staff to view on the Teams/SVS Policies and procedures/Health and Safety/Health and Safety Minutes/Prep/Senior School.

6. Consultation with Employees

The All School Communication Council is the representative body for everyone who works at the School. It is an important part of the School's communication and involvement process and will ensure that all staff are kept up to date with key issues and events. All staff will have the opportunity to contribute ideas and discuss issues that affect working life. Any health and safety issues can be raised at the meetings, which are held termly.

7. Individual Responsibility

In line with Health and Safety at Work Act 1974 (HSWA) Section 7, all employees, pupils and other persons entering onto School premises or who are involved in School activities are responsible for exercising care in relation to themselves and others who may be affected by their actions. Those in charge of visitors (including contractors) should ensure that the visitors adhere to the appropriate requirements of this health and safety policy.

Each individual must:

- Make sure that work is carried out in accordance with this policy, procedures, risk assessments and any departmental Codes of Practice relevant to their job;
- Protect his or herself and others by using any guards or safety devices provided and by wearing the personal protective equipment provided and never interfering with or disconnecting safety devices. Wilful failure to do so shall constitute a disciplinary offence;
- Adhere to training and instructions;
- Inform their immediate line manager, Head of Department or supervisor of any new hazards identified;
- Give their visitors (including contractors) a named contact with whom to liaise;
- Offer any advice and suggestions that they think may improve health and safety;
- Report all accidents, ill health, fires, incidents and defects as soon as practicable;
- Be familiar with the location of fire alarm points, fire escape routes, fire procedures and fire-fighting equipment.

If any individual is in doubt about any safety matter they must consult their line manager, the Estates Bursar or the Health and Safety Officer, or if necessary, the Headmaster.

Health and Safety assistance

To assist us in undertaking our role of the competent person under Regulation 7 of the Management of Health and Safety at Work Regulation we have appointed "National Westminster Bank plc Mentor Services" as Health and Safety Consultants to provide competent advice and guidance.

Cross References

Documents which address specific inspection issues are often documents with content relevant to health and safety such as:

- Behaviour and Discipline Policy;
- Child Protection (Safeguarding);
- Fire Policy;
- First Aid Policy;
- Missing Child Policy;
- Positive Handling Policy;

- Risk Assessment Policy;
- SEND (including physical accessibility);
- Supervision Policy;
- Visits and Off-Site Policy.

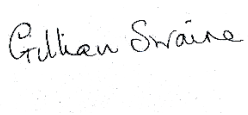
These documents are available to relevant parties by request.

Sutton Valence School hereby adopt the Health and Safety Policy and its associated Policy and Procedure documents detailed above.

Signature: Date: 1st September 2025

James Thomas
Headmaster

Endorsed by: Date: 1st September 2025



Gillian Swaine
Chair of Governors