



# HEALTH & SAFETY AND WELFARE POLICY

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<b>To be read in conjunction with the following policies</b>	<b>LETTINGS POLICY, BUSINESS CONTINUITY PLAN, RISK ASSESSMENT POLICY, COSHH POLICY, SWIMMING POLICIES, STAFF HANDBOOK, STUDENT HANDBOOK</b>

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To comply with the Health and Safety at Work etc Act 1974, Section 3:

- (3) *...it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.*

**This policy statement supplements the general statements of policy issued most recently by the Surrey County Council, and obtainable via SCC website.**

Throughout this Model Policy, reference is made to Surrey County Council Health and Safety Policy. Where Surrey County Council is the employer i.e. Community and Voluntary Controlled Schools, this policy must be followed.

# **Health Safety & Welfare Policy & Arrangements For**

**Heather Ridge Infant School**

Part 1: Statement of General Policy on Health, Safety and Welfare

Part 2: Organisation and Responsibilities for Health, Safety and Welfare

Part 3: Arrangements and Procedures for Health, Safety and Welfare

# Part 1:

## Statement of General Policy on Health, Safety and Welfare

1. The Governing Body & Head teacher of Heather Ridge Infant School:
  - Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors,
  - Act in accordance with the general health H&S policy of Surrey County Council.
  - Require all managers, in the school community, to act in accordance with SCC/School H&S policy and procedures and require same of persons that they supervise and take responsibility for.
2. The Governing Body & Headteacher will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:
  - A school/workplace in a safe condition.
  - A safe working environment.
  - Safe systems of work.
  - Safe plant and equipment.
  - Safe access and egress to all areas of the school.
  - The safety of articles and substances for use at work and in school.
  - Sufficient Instruction and Training Supervision
3. In support of the above, the Governing Body & Headteacher will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for the significant finding to be properly incorporated into the school's H&S procedures.

*[Insert signature]*



Rev Larry Bain, <b>Chair of Governors</b>
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Miss Sarah Elliott <b>Headteacher</b>
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## **Part 2:**

# **Organisation and Responsibilities for Health, Safety and Welfare**

The following H&S organisational structure, and roles and responsibilities are approved by the Governing Body & Headteacher of Heather Ridge Infant School.

### **1. The Governing Body**

The Governing Body approves the H&S Policy of the school and monitors its successful implementation. The Governing Body further ensures, as administrators of the school's delegated budget that enough and appropriate resources are allocated to implement the H&S Policies. The Governing Body will specifically:

- 1.1 Include Health and safety targets in the School Development Plan.  
Targets may include,
  - Provision of facility for health and safety purposes.
  - Reductions in accidents/incidents.
  - Training for Governors/staff, and
  - revision of policy/procedure
- 1.2 Nominate a Governor (H&S) as an H&S link between the Governing Body and the wider school community, who will stay up to date with school H&S initiatives and inform the Governing Body accordingly.
- 1.3 Be informed and updated of Surrey County Council's H&S Policy and receive advice and support from relevant Officers of SCC or Advisers acting on SCC behalf.
- 1.4 Ensure that H&S is an agenda item on full Governing Body termly meetings and receive a termly H&S report from the Headteacher at this time. This report should include information on:
  - Progress of the H&S targets in the SDP.
  - Accident/incident analysis
  - Relevant H&S information received from SCC or its Advisers.
  - Suggestion on future H&S initiatives.
- 1.5 Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.

## 2. Headteacher

As Senior Manager for the premises, and of all on & off-site school related activities, the Headteacher is responsible for the day to day management of H&S. The Headteacher will advise SCC/Governors of any H&S issue where their support or intervention, either via system or finance, is necessary & appropriate in order to affect the requirements of this policy. The Headteacher will ensure that:

- 2.1 The contents of this policy are brought to the attention of all relevant persons.
- 2.2 A process for risk assessments is applied within the school, and that:
  - All appropriate areas/activities are covered, (*as per “core” Risk Assessment schedule attached, together with any risks identified as specific to the school*).
  - Appropriate control measures are implemented, and that
  - Assessment are monitored and reviewed as necessary.
- 2.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- 2.4 Appropriate staffing levels for safe supervision are in place.
- 2.5 An adequate schedule of inspection & maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
  - The fabric of the building.
  - Play equipment.
  - Fire appliances.
  - Boiler/heating systems.
  - Portable electrical appliances.
  - Water systems.
  - Swimming pool.
  - First Aid/medical facility and equipment.
  - Premises staff equipment.
  - Curriculum specific e.g. gymnasia and fume cupboards
- 2.6 An adequate needs analysis of H&S training is undertaken for schools' staff, and enough resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
  - Headteacher H&S awareness
  - H&S Induction training (all new and temporary staff)
  - Emergency/Fire Training for the whole school community.
  - First Aid
  - Risk Assessment

- H&S Coordinator
- Lifting and Handling
- Working at heights,

and any further specific H&S training identified by the training needs analysis as being necessary and appropriate.

- 2.7 Adequate and easily retrievable health and safety training records are available and up to date.
- 2.8 The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- 2.9 A termly H&S report is provided to Governors.
- 2.10 The school cooperates and participates in the County's H&S monitoring arrangements.
- 2.11 A school's Educational Visits Co-ordinator is appointed and trained accordingly.
- 2.12 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.14 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- 2.15 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the means of escape.
- 2.16 An appropriate Deputy is suitably instructed to take day to day responsibility for H&S in the absence of the Headteacher.

The Headteacher may delegate functions to other or single members of staff (e.g. an H&S Coordinator) who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

### **3. Deputy Headteacher/SBM**

The Deputy Headteacher/SBM will take on the above responsibilities in the absence of the Headteacher.

### **4. Line Managers**

Managers in charge of Curriculum Areas/Departments/Staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. Line managers will ensure that:

- 4.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
- 4.2 All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the school's procedure.
- 4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- 4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.
- 4.5 H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report to the Headteacher is provided where necessary.
- 4.6 The H&S training needs of staff are identified and the Headteacher informed accordingly.
- 4.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- 4.8 New transferred and temporary staff receive appropriate H&S induction training.
- 4.9 First aid provision is adequate.
- 4.10 Pupils are given relevant H&S information and instruction.



## **5. Teaching Staff [Including supply]**

Teaching staff are responsible for the H&S of all pupils under their control and must ensure:

- 5.1 Effective and appropriate supervision of the pupils that they are supervising.
- 5.2 That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- 5.3 That they are conversant with the school's H&S policy and any arrangements specific to their own department.
- 5.4 They know the emergency procedures.
- 5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- 5.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.
- 5.7 That they report any defective equipment to the relevant person.
- 5.8 All accidents and incidents are reported and reviewed or investigated.

## **6. Site Supervisors/Caretakers**

The Site Supervisor/Caretaker is responsible to the Headteacher/Bursar, and will ensure:

- 6.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- 6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- 6.3 That periodic H&S inspections are carried out at a timescale agreed by the Headteacher, paying attention to the building structure, services, access to/egress from the school, and the main circulation areas. (These may be carried out with others such as governors, H and S Co-ordinator etc)
- 6.4 That persons they supervise only undertake work for which they are competent.
- 6.5 That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.

- 6.6 That all staff work in accordance with safe working practices issued by the school, the County Council etc.

## **7. Health and Safety Co-ordinator**

The Headteacher may appoint or nominate a Health & Safety Coordinator to carry out H&S functions and maintain an overview of the H&S organisation & management of the school, and report to the Headteacher accordingly. Specific functions of the H&S Coordinator may include:

- 7.1 Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary.
- 7.2 Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies.
- 7.3 Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- 7.4 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 7.5 Advising the Headteacher and/or County Council of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- 7.6 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- 7.7 Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- 7.8 Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- 7.9 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- 7.10 Ensuring that all Senior Managers (including Heads of Departments) are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

## **8. All Employees** [including temporary & volunteers]

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

- 8.1 Participate in the school's risk assessment process and comply with findings.
- 8.2 Report any defects in the condition of the premises or equipment of which they become aware.
- 8.3 Report all accidents/incidents in accordance with the school's procedure.
- 8.4 Be familiar with the procedure to be followed in the event of a fire/emergency.
- 8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- 8.6 To follow all relevant codes of safe working practice and local rules.
- 8.7 To report any unsafe working practices to their Line Manager.

# **Part 3:**

## **Arrangements and Procedures for Health, Safety and Welfare**

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

### **1. Access Control/Security**

- 1.1. Visitors are required to sign in at reception and will be given a visitor badge which must always be visible.
- 1.2. Visitors are provided with a Health and Safety leaflet which provides details of the school's H&S, Fire and Safeguarding procedures.
- 1.3. Visitors are required to provide photographic ID upon arrival.

### **2. Accident Reporting, Recording & Investigation**

- 2.1. All accidents are to be reported to the school office who will in turn notify Surrey County Council and HSE using the RIDDOR procedures as required by the RIDDOR regulations

### **3. Asbestos**

- 3.1. Surrey County Council has provided the school with a type 2 Asbestos survey report which details the location of Asbestos
- 3.2. The Asbestos report is in the school office
- 3.3. The Asbestos report is made available to all contractors and those working on school premises who are asked to review the report and sign to confirm view of.
- 3.4. Staff have access to the report and report any defects to the caretaker who takes appropriate action.
- 3.5. Staff are provided with an Asbestos leaflet during induction and is also found as an appendix in the staff handbook.

### **4. Contractors**

- 4.1. Contractors are selected based on recommendation from Surrey County Council or Schools within the local Network (SHLP).
- 4.2. Contractors are provided with the Contractors Induction Information leaflet which explains the schools H&S policy relating to Contractors
- 4.3. All contractors are asked to provide a Risk Assessment for works carried out on site.
- 4.4. Contractors are asked to provide evidence of public liability insurance.

5. **Curriculum Safety** [including out of school learning activity/study support]
  - 5.1. Staff are required to carry out Risk Assessments for activities not part of the day to day curriculum
6. **Drugs & Medications**
  - 6.1. Requests for administration of medication by the school must be made using the appropriate school form by the parent/carer which can be found on the school website (please note the school do not have to legally administer medicines whilst pupils are at school)
  - 6.2. The school only accepts medicines which have been prescribed by the child's doctor and holds the pharmacy administration details
  - 6.3. All medicines are locked in the office cupboard to which only the office staff have access to (accept for inhalers and emergency medication such as Epi Pens)
  - 6.4. All pupil's medical details are held within the schools Information Management System and the medical file within the office
7. **Electrical Equipment** [fixed & portable]
  - 7.1. All fixed and portable equipment is tested annually by an approved contractor who has received appropriate training.
  - 7.2. Any defected equipment is removed.
  - 7.3. Staff can only bring in personal equipment for use in school once it has been checked by an approved contractor and authorised for use.
8. **Fire Precautions & Procedures (and other emergencies)**
  - 8.1. Fire Risk Assessment is carried out the School Business Manager on an annual basis.
  - 8.2. Fire Drills are carried out as least once a term or as instructed by the Head Teacher.
  - 8.3. All portable fire safety equipment is serviced annually by a reputable company
  - 8.4. All fixed fire safety equipment is serviced annually by a reputable company.
  - 8.5. All staff received fire training in September 2015 and new staff receive theirs upon induction.
9. **First Aid**
  - 9.1. All staff are trained in First Aid and Lifesaving for children. In addition, at least 2 staff members have the paediatric first aid training. All staff received First Aid training in September 2017 which is valid for 3 years. New staff are first aid trained within the first 2 months of starting.
  - 9.2. The school has first aid boxes located in the main office, each year group and the Teachers Meeting Room
  - 9.3. The office carries out audits of the First Aid boxes on a termly basis to ensure their contents are enough.
  - 9.4. The school has a defibrillator located in the teachers meeting room.
  - 9.5. In the event of an emergency the school office will call for an ambulance.

## **10. Glass & Glazing**

- 10.1.** All glass panels, windows and doors are fitted with safety glass.

## **11. Hazardous Substances**

- 11.1.** Any hazardous substances stored on school site have a COSHH form completed by the caretaker
- 11.2.** Any hazardous substances are stored in locked cupboards/containers.
- 11.3.** Appropriate first aid equipment is located next/near any hazardous substance (e.g. eye water bath). The swimming pool has this equipment located in the plant room.

## **12. Health and Safety Advice**

- 12.1.** The school buy back the Health and Safety service level agreement from Babcock and has access to a Health and Safety advisor.

## **13. Housekeeping, cleaning & waste disposal**

- 13.1.** The school buildings are cleared of rubbish every day and the external rubbish bins stored away from the building.
- 13.2.** Cleaning is done out of school hours and wet floors are clearly marked with appropriate signage.
- 13.3.** Rubbish is collected fortnightly by Surrey County Council

## **14. Handling & Lifting**

- 14.1.** Information on manual handling is provided to staff.
- 14.2.** A Risk Assessment is completed for manual handling of specific tasks

## **15. Jewellery**

It is the Policy of the school, in accordance with advice from the Local Authority, that, in the interests of the Health and Safety of all pupils the wearing of Jewellery in all PE, games and swimming lessons is forbidden

- 15.1.** Jewellery such as necklaces, bracelets and rings are not allowed in school. Earrings may be worn if they are studs and the child is able to remove them when requested.
- 15.2.** Parents are asked to carry out ear piercing during the Summer holidays to ensure they heal in time for the Autumn Term.
- 15.3.** Earrings are to be removed during PE lessons and the pupils must be able to remove these themselves.
- 15.4.** Staff must NOT remove earrings on behalf of pupils.
- 15.5.** Where a child is too young or otherwise incapable of removing and replacing their own jewellery the parents should ensure they do not wear it on those days when PE is on the timetable.
- 15.6.** Although the above conditions are intended for PE lessons only, it is obvious that children play with great energy at playtimes in the playground and consequently there may be similar risks during playtimes. Parents should consider this when giving children permission to wear earrings at school at any time.

#### **16. Lettings/shared use of premises**

- 16.1. The school has a separate Lettings policy which details the H&S arrangements for school lettings.

#### **17. Lone Working**

- 17.1. The school has Lone working policy and procedures in place
- 17.2. The lone working procedures are explained in the staff handbook
- 17.3. All staff are required to sign a lone working agreement.

#### **18. Long Term Evacuation Plan**

- 18.1. The school has a crisis management policy in place explaining the procedures following an evacuation plan
- 18.2. The school has a Business Continuity plan explaining the procedures in the event of no re-entry to the school.

#### **19. Maintenance / Inspection of Equipment**

- 19.1. The school has an inspection/maintenance register in place which details all the equipment required for inspection along with the inspection dates.
- 19.2. The SBM and Caretaker check the register on a periodic basis to ensure inspections are carried out.

#### **20. Monitoring the Policy**

- 20.1. The school has a maintenance routine log book with weekly, monthly and termly inspections which is carried out and maintained by the caretaker. In the event of the absence of the caretaker the SBM shall take responsibility for maintaining the inspections.
- 20.2. Any matters arising from the inspections are escalated accordingly.

#### **21. Personal Protective Equipment (PPE)**

- 21.1. The school will identify whether PPE equipment on a task basis and will purchase equipment accordingly.
- 21.2. The Swimming pool has appropriate PPE equipment in place.

#### **22. Playground Safety**

- 22.1. All play equipment is closely monitored by the class teacher or caretaker and any matters arising are escalated.
- 22.2. The school ensures there are appropriate adult to child ratio cover in the playgrounds.

#### **23. Reporting Defects**

- 23.1. Defects are reported to the caretaker via the caretaker action log book.

#### **24. Risk Assessments**

- 24.1. The Head Teacher is responsible for ensuring all Risk Assessments are completed.
- 24.2. All staff are required to complete Risk Assessments for their areas/activities or tasks.

24.3. The school has a separate Risk Assessment Policy in Place

**25. School Trips/ Off-Site Activities**

25.1. The Deputy Head is the schools Educational Visits Officer

25.2. The school has an Educational Visits Policy in place.

**26. School Transport**

26.1. The school uses reputable external travel companies for out of school visits requiring transport.

26.2. The school ensures they have the appropriate insurance and H&S policies in place.

**27. Smoking**

27.1. The school is a NO smoking site.

27.2. The school displays NO smoking signs around the school.

**28. Staff Consultation**

28.1. Health & Safety inspections are conducted by Governors 6 monthly and reported back to the committee.

28.2. Staff raise any queries on a as seen basis to the caretaker or SBM

**29. Staff Health & Safety Training and Development**

29.1. The SBM and Caretaker attend H&S training.

29.2. The SBM and caretaker attend the Premises briefings held by Babcock

**30. Staff Well-being / Stress**

30.1. This is detailed in the staff policy.

30.2. The school buy into an Employee Assistance Programme in order to support staff.

**31. Swimming Pool Operating Procedures**

31.1. The school has a separate policy and procedures in place.

**32. Use of VDU's / Display Screens**

32.1. The school provides details in the staff handbook.

**33. Vehicles on Site**

33.1. Only school staff and authorised visitors are allowed to park on school site.

**34. Violence to Staff / School Security**

34.1. Signage is visible in the office giving guidance to visitors

34.2. School security for staff after hours is detailed in the Lone Working procedures.

34.3. All staff are provided with a personal alarm for lone working arrangements



**35. Working at Height**

- 35.1. The school provide appropriate equipment for working at heights and advise staff accordingly.

**36. Work Experience/Students**

- 36.1. The school provides all students with the student handbook detailing all H&S procedures
- 36.2. The school requires students to complete a student agreement while on school site.