



Chandlers Field Primary School

Health, Safety and Welfare Policy

Policy Review: Autumn Term 2018

Ratified November 2018 by Resources Committee

Approved by Resources Committee: November 2018

Renewal: As required

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.

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Part 1:

Statement of General Policy on Health, Safety and Welfare

1. The Governing Body and Headteacher of Chandlers Field Primary 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 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 the same of persons that they supervise and take responsibility for

2. The Governing Body and 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 Resources Committee and 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 significant findings to be properly incorporated into the school's H&S procedures.

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

The following Health & Safety organisational structure, and roles and responsibilities are approved by the Governing Body and Headteacher of Chandlers Field Primary School.

1. The Governing Body

The Resources Committee of the Governing Body approves the H&S Policy of the school and monitors its successful implementation. The Resources Committee further ensures, as administrators of the school's delegated budget, that sufficient and appropriate resources are allocated to implement the H&S Policies. The Resources Committee 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
 - Revision of policy/procedures
- 1.2 Nominate a governor as a H&S link between the Resources Committee and the wider school community, who will stay up-to-date with school H&S initiatives and inform the Resources Committee of 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 Resources Committee 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 and 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 and appropriate in order to effect the requirements of this policy. In particular 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:
 - Appropriate control measures are implemented
 - Assessments 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
 - First Aid/medical facility and equipment
 - Premises staff equipment
 - Curriculum specific e.g. gymnasias and fume cupboards
- 2.6 An adequate needs analysis of H&S training is undertaken for staff, and sufficient 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 Co-ordinator
 - 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 co-operates 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 Senior Leader 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

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

4. Line Managers

Managers in charge of curriculum areas/staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. In particular 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 and 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 in particular 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. Caretaker

The Caretaker is responsible to the Headteacher/Facilities Manager and in particular 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 particular 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&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 has appointed a Health & Safety Co-ordinator 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 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.

9. Resources Committee

The school has a Resources Committee which meets termly. The main purpose of the Committee is to consult with staff on H&S issues, and agree H&S procedure. Minutes of the Resources Committee are copied to Governors for Governing Body meetings. Membership of the Resources Committee includes:

- Headteacher
- Facilities 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. Accident Reporting, Recording & Investigation**
Records to be completed by staff/person witnessing accident or person to whom first reported and person administering first aid. SCC on-line reporting system used with Deputy Headteacher confirming incident details
- 2. Asbestos**
Asbestos record is maintained by the facilities manager and kept in the main office. This should be signed before work commences. Records are available to all contractors, staff and other stakeholders. Only the caretaker should drill into walls. Any damage to asbestos would be reported to a member of the SLT.
- 3. Contractors**
Contractors are selected using the Surrey approved list or appropriately registered contractors who have shown previous good practice. Where necessary, arrangements to exchange H&S information and agree safe working arrangements, risk assessments, and appropriate liaison are discussed prior to works commencing. The premises team is responsible for monitoring contractors' working methods. Any staff concerns should be reported to Facilities Manager. Advice can be obtained from SCC Property Department.
- 4. Curriculum Safety [including out of school learning activity/study support]**
All teaching staff to undertake suitable written risk assessments prior to commencing hazardous activities. Guidance provided by Surrey County Council and relevant H&S documents such as BAALPE document 'Safe Practice in Physical Education and School Sport ' for PE.
- 5. Drugs & Medications**
Parental request forms completed to include dosages and signed by parent/carer and counter- signed by Headteacher (or member of SLT in her absence) are held on file. Medication stored as appropriate in fridge/cabinet/safe located in medical room/office. Welfare Officers and suitably trained staff can administer medication. Refer to the Supporting Children with Medical Conditions Policy.
- 6. Electrical Equipment [fixed & portable]**
Regular visual inspections by users and annual testing of portable appliances by a qualified electrician. Record of inspection is held in Premises office. Staff are discouraged from bringing in personal items but if they do the item must be visually checked by user.
Fixed electrical installations are checked every five years by a qualified electrician. Record of inspection is held in Premises office.
- 7. Fire Precautions & Procedures (and other emergencies)**
Headteacher, supported by Premises Manager, is responsible for undertaking and reviewing the fire risk assessment and arrangements for drills.
Premises Manager maintains Fire Evacuation Routine & Record Book which is stored in her office. Staff sign fire book to confirm they are aware of fire procedures.

Staff are aware that fire escapes must be kept clear.
Caretaker tests fire alarm and fire points weekly on varying rotation.
Fire extinguishers are visually checked as part of H&S inspections and are tested annually by qualified contractor.
Fire alarm and emergency lighting are tested every six months by qualified contractor.

8. First Aid

The Attendance and Welfare Officer, is appointed trained first aider. A list of all first aiders is held in SBM's office. All staff are offered at least annual training by the school nurse on inhalers and epipens. Training and re-training of first aiders is decided by SLT.

First aid boxes are kept in the main office medical room, staff room, staff toilets at Year 3 area, nursery, community building and children's centre. The Attendance and Welfare Officer is responsible for stocking and restocking first aid boxes.

The Attendance and Welfare Officer, or member of SLT, arranges who summons ambulance. A member of SLT decides who accompanies children to hospital and arranges cover in the event of absence.

See Supporting Children with Medical Conditions Policy (available on school's website) for more detailed information and Surrey County Council's policy Young People's Health and the Administration of Medicines (available main office and Surrey County Council website).

9. Glass & Glazing

All glass in doors and side panels are safety glass and all replacement glass to be of safety standard.

10. Hazardous Substances

Detailed guidance is available on the Babcock Health & Safety website including links to DSE guidance such as 'COSHH: A Brief Guide to the Regulations'. Curriculum areas, particularly Science and DT, are included on the site with links to CLEAPSS. Cleaning, grounds, and catering contractors are overseen by Babcock, services bought-in by Chandlers Field School.

11. Health and Safety Advice

Surrey County Council H&S manual is available via the Babcock website – Health & Safety. This site also provides H&S advice on particular areas such as curriculum, working at heights, manual handling, VDUs. There are links to DSE information.

Advice is also available from Insurance Section and Alan Cottle, Head of Strategic Risk Management at Surrey County Council.

12. Housekeeping, cleaning & waste disposal

Caretaker ensures premises are kept clean and clear of rubbish including external bins. He ensures wet floor cleaning is carried out safely and with clear warning signs when necessary. Rubbish is disposed of through our contractors.

Caretaker ensures safe access for all stakeholders during icy and snowy weather. Advice is available from Babcock Facilities Management Team.

13. Handling & Lifting

Staff are advised regarding manual handling. Caretaker has received training on handling and lifting.

Separate assessments and training are needed for the lifting of pupils where appropriate.

14. Jewellery

Jewellery and makeup are not permitted for pupils. Ear studs can be worn but must be removed for PE and games.

- 15. Lettings/shared use of premises**

Our community building is used for lettings to outside users and the user is responsible for their own H&S arrangements. A telephone is provided and users follow school arrangements for fire drills and emergencies.

School is used for classes after school and election purposes and users are made aware of arrangements by Caretaker.

Agreeing responsibilities for school and PTA activities outside hours would be confirmed by SLT.

See Lettings Policy for detailed information.
- 16. Lone Working**

Staff are discouraged from lone working but if they choose to do so they should be aware of safe working practices including contact arrangements, risk assessment and limiting high risk activities. See Lone Worker and Personal Safety Policy for detailed information.
- 17. Long Term Evacuation Plan**

Refer to Emergency Procedures document.
- 18. Maintenance / Inspection of Equipment**

There is a list in Facilities Manager office of maintenance and inspection checks, contractors and frequency of checks
- 19. Monitoring the Policy**

The Governors' Resources Committee nominate a governor to carry out termly H&S checks. SLT and Resources Committee monitor implementation of policy by staff.
- 20. Personal Protective Equipment (PPE)**

PPE would be provided free of charge where a risk assessment determines it to be necessary for task being undertaken.
- 21. Physical Intervention**

Our Behaviour Policy gives details of physical intervention guidelines and training. We also refer to Surrey County Council's policy and guidance 'Touch and the use of restrictive physical intervention when working with children and young people'.
- 22. Reporting Defects**

Hazards should be reported to Facilities Manager or a member of SLT in their absence. Interim arrangements and remedial works to be arranged by the Premises team with professional advice where required.
- 23. Risk Assessments**

The Headteacher is responsible for ensuring risk assessments are undertaken including for staff pregnancy and ill health.
- 24. School Trips/ Off-Site Activities**

Party leader ensures a risk assessment is completed, emergency arrangements are in place, parental authorisation is obtained, supervision is adequate and first aid provision is in place including inhalers and epipens. Approval for trips must be obtained from the Headteacher and, in the case of residential trips, from the Governing Body and SCC. Susan Scott is the named school's Educational Visits Co-ordinator.
- 25. Smoking**

The school is a no smoking site..

26. Staff Consultation

Resources Committee meetings are held at least termly and these include H&S items. Staff are aware that they should let Facilities Manager or other member of SLT know of any urgent H&S issues or if they have any suggestions for improvements. More routine matters are recorded in the caretaker's books so that they do not become H&S issues.

27. Staff Health & Safety Training and Development

New staff are given fire procedures information before they start. Further H&S information is provided with contracts.

The Caretaker receives initial training which we purchase from Babcock. Other appropriate training is available to staff as required.

28. Staff Well-being / Stress

School purchases the Employee Assistance Programme which provides support 24 hours a day and 7 days a week free of charge to employees.

Support is also available from Occupation Health Services through Team Prevent.

29. Supervision [including out of school learning activity/study support]

Pupils are supervised at all times during school hours and out of school learning. The ratio of supervision at break times and lunchtime is within the recommended figure. The ratio of 1:10 for visits is adhered to. Extra-curricular activities may be for groups up to 30 children as per classroom teaching, depending on the activity. School trips are in line with Surrey County Council guidelines and all requirements for criminal conviction clearance must be followed. Refer to Education Visits Policy.

30. Use of VDU's / Display Screens

Staff who have significant use of VDUs are given the HSE leaflet 'Working with VDUs' with their induction pack. Defects in workstations should be reported to the Facilities Manager or written in one of the IT Technician's books. Any health concerns should be reported to the Facilities Manager or a member of SLT.

31. Vehicles on Site

There is limited provision for staff, parent and visitor parking depending on time of day. There are three disabled parking bays for blue badge holders and three delivery bays for school deliveries.. There are two other vehicular access gates; one is on to the playing field for use by grounds contractors and another for contractors and emergency use. Restrictions apply to vehicle movement across pedestrian areas, playgrounds and playing field. All drivers must report to the school office. Kitchen deliveries are managed by Facilities staff.

32. Violence to Staff / School Security

There is always a balance between security and fire safety arrangements. All gates that open outside the secure fenced/gated areas of the school are not openable from the outside.

Visitor access is at the main reception area and the door can only be opened from inside. All visitors must sign in and wear a visitor badge. Staff are aware that they should question anyone not wearing ID.

Violence towards staff, or any member of the school community, will not be tolerated. Staff must report any incident of verbal or physical abuse to the Headteacher or a member of SLT

33. Working at Height

Staff should ensure they use step ladders and step stools provided in school when

putting up displays or reaching up to shelves. Guidance is provided in the HSE 'Keeping Safe When Working at Height' leaflet given to staff in induction pack. Caretaker and contractors must work in accordance with H&S regulations. Pupils must not climb on furniture and only use step ladders under the strict supervision of a member of staff.

34. Work Experience

Headteacher, arranges all work experience students and is responsible for supervision arrangements.