



# **Chandlers Field Primary School**

## **Health and Safety Policy Including First Aid**

<b>Policy date:</b>	<b>Autumn Term 2020</b>
<b>Policy Type :</b>	<b>Statutory</b>
<b>Review Cycle:</b>	<b>Annually</b>
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# **Health Safety & Welfare Policy Including First Aid For**

**Chandlers Field Primary School**

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

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

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Health, Safety and Welfare

# Part 1:

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

1. The Governing Body & 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 health H&S policy of Surrey County Council.
  - Require all managers, in the school community, to act in accordance with 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.

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**Sarfraz Ali, Chair of Governors**

25/11/2020

**Lynn Williams, Headteacher**

25/11/2020

## **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 Chandlers Field Primary 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 sufficient 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 Success 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 LA/Trust H&S Policy and receive advice and support from relevant Officers acting on behalf of LA/Trust.
- 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 LA/Trust.
  - 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 LA/Trust/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. 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:
  - All appropriate areas/activities are covered,
  - 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.
  - 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 school's 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
  - Key H&S manager/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 participates as is appropriate with any external 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 mean 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**

The Deputy Headteacher 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. 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 & 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. Site Supervisors/Caretakers**

The Site Supervisor/Caretaker is responsible to the Headteacher/School Business 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. Key Health and Safety Manager/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.

## 9. Staff Safety Representatives (if applicable)

Health and safety at work law provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. Where the Governing Body/Headteacher is notified in writing of an appointment, the Safety Representative shall have the following functions:

- 9.1 To investigate potential hazards and to examine the causes of accidents in the workplace.
- 9.2 To investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work.
- 9.3 To make representations to the Headteacher on matters affecting the health, safety and welfare of employees.
- 9.4 To carry out workplace H&S inspections, subject to reasonable notice to their line manager.
- 9.5 To attend safety committee meetings.

A safety representative is not obliged to carry out any or all of the above functions, and has no legal responsibility other than that which applies to all employees.

Names of Trade Union appointed Safety Representatives (if any)

Name	Union	Area Covered

## 10. Health and Safety Committee

The school does not have a designated Health and Safety committee, as staff are encouraged to raise Health and Safety concerns when they arise. Staff are included in risk assessments where the risk directly effects their role or duties.

# **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**

All visitors to the site will gain access via an intercom system, linked to the school office. The school office has an intercom door system and a holding area for visitors. Staff are issued with fobs to gain access through the door in to school. There are CCTV cameras at various points in and around the school site. Due to COVID restrictions there are less visitors on to the school site and a separate risk assessment has been conducted for this.

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

Records to be completed by staff/person witnessing accident or person to whom first reported and person administering first aid.

Recording of incident (See Appendix 1)

- All minor incidents are recorded on Medical Tracker by the Attendance and Welfare Officer.
- All moderate incidents are recorded on OSHENS by the Welfare and Attendance Officer and approved by the Headteacher
- Incidents reportable on RIDDOR are reported by the School Business Manager

**3. Asbestos**

The Asbestos record is maintained by the School Business Manager and kept in the SBM's 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.

The caretaker attended Asbestos training in September 2019.

**4. Contractors**

The School buys back inspections from Surrey County Council and holds confirmation that Surrey carry out all safer recruitment checks and issue

checked staff with Surrey photo identification. Where contractors are not from Surrey they are accompanied onsite by the School Business Manager or the Caretaker. The majority of statutory inspection are carried out during holiday periods.

**5. 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.

**6. Drugs & Medications (Administering Medication)**

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.

**7. Electrical Equipment** [fixed & portable]

The Caretaker attended PAT testing training in June 2019. The caretaker carries out 6 monthly checks on handheld electrical equipment and annual PAT testing on all electrical items. The caretaker maintains a log of items checked. Staff are discouraged from bringing in personal items from home but when they do they must be PAT tested, before they can be used in school.

Fixed electrical installations are carried out every 5 years by a qualified electrician.

**8. Fire Precautions & Procedures (and other emergencies)**

The fire risk assessment is carried out annually by Surrey County Council and reviewed by the School Business Manager. Fire drills are carried out termly. The caretaker carries out daily site checks to ensure fire exits are not obstructed. Fire points are checked weekly by the caretaker and faults are reported by the School Business Manager. The fire alarm, emergency lights and fire extinguishers are serviced every 6 months. See Fire Safety Policy for information relating to evacuation procedures

**9. First Aid**

The Attendance and Welfare Officer, is appointed trained first aider. A list of all first aiders is held in SBM's office. 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).

**10. Glass & Glazing**

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

**11. Hazardous Substances**

Detailed guidance is available on the Strictly Education 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 the Caretaker. All COSHH items are locked away.

**12. Health and Safety Advice**

The School Buys back Strictly Education Health and Safety to ensure specialist advice.

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

The school is cleaned daily by personnel employed directly by the school under the supervision of the Caretaker. Bins are emptied daily by the cleaners and larger items of rubbish are disposed of as required by the caretaker. The outside bins are stored in a secure, locked area and emptied weekly. The cleaners follow a cleaning schedule and ensure that when washing floors, cautionary wet floor signs are used. The caretaker conducts a daily site walk and establishes and takes action when required if the site needs gritting.

Cleaning is carried out in accordance with guidance on COVID19 cleaning non health care settings, outside the home.

**14. Handling & Lifting**

Staff are advised regarding manual handling. Caretaker has received training on handling and lifting, in October 2016.

Staff are discouraged from lifting pupils but where this is required it should be done in line with positive touch training.

**15. Infection Control (including Coronavirus)**

The infection control risk assessment is available on the School's website, in the News and Events section

**16. Jewellery**

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

**17. Lettings/shared use of premises**

All new lettings are provided with a copy of the schools lettings policy, fire safety policy and Health and Safety Policy. Hirers are provided with contact numbers for out of hours lettings. All lettings are required to return an ED110 form prior to the letting binding the T&C's set out on the form. Lettings may use a phone in the office pressing 9 for an outside line in the event of an emergency or the phone in the community building.

For evening lettings the emergency lighting is checked bi-annually to ensure safe evacuation in the event of fire.

It is the responsibility of the hirer to ensure the H&S of their attendees.

**18. 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 Policy for detailed information.

**19. Long Term Evacuation Plan**

Refer to School Emergency Plan.

**20. Maintenance / Inspection of Equipment**

- PE Equipment annual check by Surrey
- Ladders and Steps visual inspection caretaker on each use
- Boilers Annual Surrey
- Fire Alarm and Smoke Detection 6 months Firecare
- Emergency Lighting 6 months Firecare
- Fire Extinguishers 6 months Firecare
- Kitchen Ventilation Annual PW Industrial
- Air Conditioning Annual PW Industrial

**21. 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.

**22. Personal Protective Equipment (PPE)**

PPE is provided free of charge where a risk assessment determines it to be necessary for task being undertaken.

Where PPE is necessary for COVID eg for Welfare needs staff have been provided with guidance on the correct PPE to use and how to safely remove PPE.

**23. Playground Safety**

The grounds are inspected daily by the caretaker and any issues are reported to the SBM for remedial action. Outdoor play equipment is serviced annually with the PE equipment check. The Headteacher and Deputy Headteacher ensure there are sufficient staff on playground duty for the number of pupils and arrange cover in the event of staff absence.

**24. Reporting Defects**

Any hazards identified are reported to the School Business Manager, or a member of SLT in her absence, who ensures that where necessary the area is isolated and made safe. The School Business Manager arranges for the appropriate remedial works to be carried out.

**25. Risk Assessments**

The School Business Manager is responsible for carrying out risk assessments relating to personnel.

Class teachers are responsible for completing risk assessments prior to undertaking a school trip and ensuring they are signed off 4 weeks prior to the trip or 6 weeks prior for a residential.

All risk assessments must be authorised by the Headteacher or Deputy in her absence.

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

**27.** 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. The Headteacher and Deputy are the named school's Educational Visits Co-ordinator.

**28. School Transport**

A small number of pupils arrive and depart school by taxi. This is organised by the Surrey County Council transport team who ensure that drivers are appropriately DBS checked. Where a new driver arrives to collect children the office check they have an in date Surrey badge as this confirms that check

have been carried out. If in any doubt Surrey Transport team must be consulted.

**29. Smoking**

The School is a no smoking site.

**30. Staff Consultation**

Staff can raise concerns in relation to H&S as concerns arise.

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

New staff are provided with the following policies relating to H&S

- Health and Safety Policy
- Fire Safety Policy

During their induction period all staff will have take part in a fire drill.

Required Health and Safety training for the Caretaker and SBM is assessed during their performance management.

H&S updates are provided to staff as required at weekly briefings

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

The School conducts return to work interviews for all staff returning from absence. If stress is identified as a reason for absence employees are offered an OH referral. The school buys in to an employee assistance program and circulates the number to all staff as well as updates from them. The Headteacher and School Business Manager have attended a staff well being conference leading to initiatives such as a weekend email curfew.

**33. 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 as set out in Keeping Children Safe in Education 2020 are followed.

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

Staff who have significant use of VDUs are given the HSE leaflet 'Working with VDU's with their induction pack. Defects in workstations should be reported to the SBM or emailed to servicedesk@joskos.com. Any health concerns should be reported to the SBM or a member of SLT.

**35. Vehicles on Site**

There is limited provision for staff and visitors to park onsite. Access to the car park is via an intercom controlled, electronic gate. There is no parental parking on site with the exception of blue badge holders. Pedestrian walk ways and exits are separate from the car park.

**36. 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

The School follows the Surrey guidance Keeping Schools Safe from abuse, threats and violence.

**37. 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.

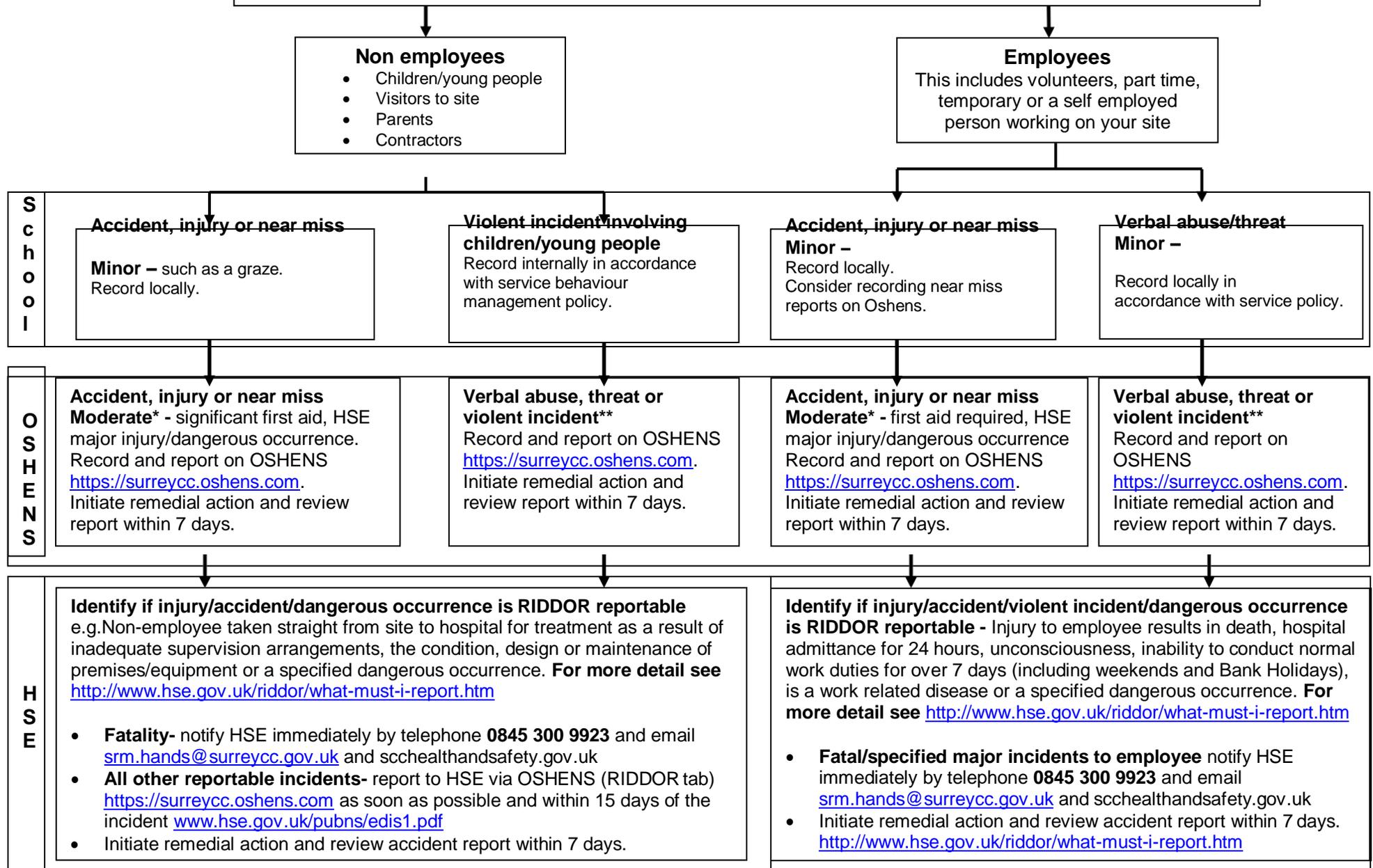
Pupils must not climb on furniture and only use step ladders under the strict supervision of a member of staff.

**38. Work Experience**

The School Business Manager arranges work experience placements and is responsible for ensuring safeguarding checks are carried out as required



# Appendix 1 accident reporting



**The reporting and reviewing of incidents to SCC through OSHENS is mandatory for community and voluntary controlled schools**

- **Adult (18yrs plus) accident records need to be kept for at least three years**
- **Children/young people accident records need to be kept for three years from their 18<sup>th</sup> birthday.**

### What should I report on OSHENS?

- Accidents that cause injury, ill health or damage to anyone
- Dangerous occurrences and near misses that could have resulted in a significant injury
- Incidents of severe abuse, threats to staff and physical assault

\* **Moderate injuries** involving children/young people are those where significant first aid is provided; so sprains, strains, head bumps\*\*\*, fractures, serious cuts

\* **Moderate injuries** involving employees are any (apart from minor injuries) that require first aid

\*\* **Verbal abuse** – employees should report incidents of verbal abuse where it has a significant impact on them and where they feel threatened.





