

Health Safety and Welfare Policy & Arrangements For Park Mead Primary School

Part 1: Statement of General Policy on
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 Park Mead 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 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 findings to be properly incorporated into the school's H&S procedures.

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 Park Mead 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 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 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:
 - 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.
 - Swimming pool.
 - 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 schools 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 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 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. Assistant Headteacher

The Assistant 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 Premises Manager is responsible to the Headteacher/Bursar, 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 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.

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.



10. Health and Safety Committee [membership to be determined locally] (if applicable)

Individual schools may decide that suitable consultation can be achieved in school via existing or otherwise alternative modes, and that a formal staff H&S Committee is unnecessary. If this is the case, then the school H&S policy should demonstrate (in this section) the school's own strategies for ensuring that all staff have a real opportunity to discuss the H&S issues affecting them (including Risk Assessment), and to influence as appropriate the school's continuing policy and procedures.

Where a school has established an H&S Committee, the follow is applicable.

The school has established an H&S 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 H&S Committee are copied to Governors for termly Governing Body meetings. Membership of the H&S Committee may include:

- 10.1 Headteacher – Mr N. McAuliffe
- 10.2 Governor Representative - Mr Greg Hard
- 10.3 Health & Safety Co-ordinator
- 10.4 Premises Manager – Mr Alasdair Robson
- 10.5 Caterer in Charge – Surrey Commercial Services

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**
Arrangements for processing visitors, protecting the site, emergency procedures following a security alert. Door: control, school's expectations of staff.
- 2. Accident Reporting, Recording & Investigation**
When an accident results in anything more than a minor injury it should be reported via the school's accident book which is kept by Administrative Staff. Near misses for serious incidents, moderate to severe injuries requiring significant first aid input or transfer to alternative medical care should be reported to Surrey County Council via their online reporting tool (currently OSHENS) by the School Business Manager as soon as practically possible and no later than 72 hours of the accident occurring. The record of the accident will then be moved to the child's school record or staff personnel record in order to comply with Data Protection Regulations.
- 3. Asbestos**
An Asbestos Survey for both school sites held in the School Business Manager's Office available to contractors who should require it before commencing work on site.

Instruction to staff not to drill or affix anything to walls without first obtaining approval from Headteacher and checking survey.

Staff should report damage to asbestos materials to the Premises Manager who will raise through weekly premises meetings for resolution.

Emergency plan to be established in case of asbestos disturbance.
- 4. Contractors**
Contractors are selected by formal quotation and selected on value for money and in accordance with School Financial Management Standards.

Best practice is for contractors to supply a Method Statement, Risk Assessment for works undertaken and a copy of any liability insurance. Where large scale works are undertaken a pre-works meeting is undertaken and regular liaison on project progress depending on the length of the works undertaken.

All contractor must sign in and sign out of the school site.

Any concerns regarding contractors should be reported to the Premises Manager or School Business Manager in the first instance.

5. Curriculum Safety [including out of school learning activity/study support]

Teaching staff to undertake suitable (written) risk assessments prior to commencing hazardous activities, specification of staff qualification requirements to teach certain activities, refer to any health and safety publications adopted by the school which staff must be familiar with e.g. the BAALPE document “Safe Practice in Physical Education and School Sport” for PE]

6. Drugs & Medications

Administration of Medicines – Policy

7. Electrical Equipment [fixed & portable]

PAT Testing annually and Fixed Wire Testing 5 yearly by competent person(s), who maintain the records of inspection.

Any personal electrical items brought to school must be inspected by the Premises Manager who undertakes the PAT testing.

Defective equipment should be reported to the Premises Manager or IT Consultant for computer equipment.

Fixed wire testing undertaken every 5 years. Last inspection July 2017.

8. Fire Precautions & Procedures (and other emergencies)

Fire Risk Assessment undertaken in 2017. Due for review once new system is in place to assess new risks.

Fire Marshall training undertaken every 3 years. Last assessment April 2018.

Policy D2 sets out fire procedures and fire escape routes. To be reviewed in light of new fire alarm system.

9. First Aid

- Mrs Gascoyne – office

- Mrs Hedger - office
- Mrs Rogers – office
- Miss Payne – Early Years and Cranes Breakfast and After School Club.
- Cranes Club staff.

All completed September 2017 in preparation for Cranes opening.

All TAs and LSAs are put forward for first aid training every 3 years on an INSET day. Last completed 29th October 2018. Those not in attendance on INSET due to sickness etc. are not trained.

First aid boxes are in the main office and Cranes. Smaller selection of medical supplies in ICT suite for minor playground injuries.

Playtime supervisors to start wearing small pouches of first aid equipment from February 2019.

Office staff to be informed of low supplies and Business Manager to reorder stock.

In the event of an emergency where parents are unable to escort a child to hospital, one member of office staff and one SLT member to accompany child to hospital to ensure that one first aider is left in the office.

10. Glass & Glazing

Glass and Glazing has been in place for some years with no specification held by school. For future replacements, all glass in doors, side panels to be safety glass, all replacement glass to be of safety standard, assessment of premises to establish compliance.

11. Hazardous Substances

Minimal hazardous substances on site due to access for children. Absestos register and maintenance is part of Premises Policy and planning.

Premises Manager and staff training in safe use, selection & use off protective equipment, storage arrangements.

Substances brought on site for cleaning must meet particular British Standards BS EN 1276 and BS EN 13697 and be brought from reputable supplier. No bleach allowed on site.

12. Health and Safety Advice

HSE website
Babcock 4S

13. Housekeeping, cleaning & waste disposal

Steadfast Cleaning contracted to clean school and deep clean during holidays.

Kitchen staff clean kitchens daily.
Premises Manager and Assistant responsible for:

- cleaning office areas
- cleaning reception
- cleaning main school hall
- cleaning up after accidents
- Emptying bins and recycling
- Gritting paths, roads on site and playgrounds
- Removing sharp objects

14. Handling & Lifting

Child manual handling identified by SENDCO with appropriate risk assessments and staff trained and appointed for the child.

Staff should not lift or move heavy objects.

Premises Manager to assist in moving objects around school using correct manual handling procedures and lift aids. In addition an work above height should be carefully planned to minimise risk.

15. Jewellery

Only plain stud earrings may be worn. County policy is that these must be removed for PE lessons. We would ask for parents' co-operation in this matter and suggest that any ear piercing is arranged to take place at the beginning of the summer break.

16. Lettings/shared use of premises

See Policy 34. Lettings terms and conditions for details.

17. Lone Working

No lone working on site except for Premises Manager who lives on site. High risk activities to be planned for when other employees are on site.

18. Long Term Evacuation Plan

See Policy 80 - Serious Incident Policy

19. Maintenance / Inspection of Equipment

See Premises Development Plan.

20. Monitoring the Policy

The Senior Leadership Team carry out workplace inspections, monitor implementation of policy by staff, monitoring accident reports/trends and complaints.

21. Personal Protective Equipment (PPE)

Selection of equipment which is suitable, arrangements for periodic checking and maintenance of equipment, ensuring proper use, supervision, PPE to be provided free of charge where risk assessment determines to be necessary.

- 22. Playground Safety**
New Playground Policy is being implemented in February 2019. Refer to policy.
- 23. Reporting Defects**
Hazards are reported to Premises team directly or via board in staff room. Weekly monitoring meetings on premises works to ensure hazards are minimised.
- 24. Risk Assessments**
Risk assessments involving children are undertaken by the Inclusion Leader. Special RAs (such as for staff who are pregnant or who have health problems) are undertaken by the Business Manager with the assistance of Occupational Health if required.
- 25. School Trips/ Off-Site Activities**
The school uses Surrey's EVOLVE guidance for off site school trips. Parental consent and health information is via an online system when payment for the trip is made. First aiders are always available on a trip and a first aid kit taken on the visit. Cross checks with other medical requirements are made between trip organiser and office staff who provide the school held medicine in accordance with the instructions given. This is returned to school at the end of the visit.
- 26. School Transport**
Surrey County Council are responsible for checks and compliance for children being brought onto site for Surrey transport.
- School minibus – see Policy 48 – Minibus for license requirements, authorised drivers, name of person responsible for undertaking checks on minibuses, pupil supervision arrangements, car seat provision etc.
- 27. Smoking**
No smoking site.
- 28. Staff Consultation**
Health and Safety is part of the termly reporting to the Resources Committee. Weekly meetings with Premises Staff. Immediate concerns are brought to the attention of the Senior Leadership Team who determine resolution.
- 29. Staff Health & Safety Training and Development**
New staff are briefed about H&S arrangements via INSET days or discussion on commencement of employment if it doesn't coincide with and INSET day. If a role requires more in depth H&S training and knowledge (e.g. premises roles) this will be part of a separate induction programmes.

30. Staff Well-being / Stress

Informal monitoring through general workplace relationships. Concerns monitored by SLT. If general workforce concerns due to overarching pressures (e.g. following restructure), also brought to the attention of the Governing Body. Individual employees can be referred to Occupational Health where the concerns are significant or persistent.

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

Pupils must not be left unattended and all other times when in care of school e.g. break times, lunch times.

All staff, parents and volunteers who are expected to be left unsupervised must have DBS clearance, which is recorded on the Single Central Record. A day book is also kept to record DBS information for one off visits which is kept in the Business Manager's office.

32. Swimming Pool Operating Procedures

No swimming pool on site.

33. Use of VDU's / Display Screens

Defects in any workstation should be reported to William England the school's ICT consultant. Any health concerns regarding use of VDUs will be subject to SCC's guidance on best seating position. Occupational Health can also be contacted to assist in assessing any repetitive difficulties.

Guidance from Surrey CC is followed regarding maximum time to be spent on VDU without break and arrangements for eyesight testing.

34. Vehicles on Site

See Traffic Risk Assessment.

35. Violence to Staff / School Security

The school expects high standards of behaviour from all people on site and will not tolerate violence or verbal threats towards staff.

Visitors to the site are monitored through a monitored perimeter fence and gate, CCTV and a new door entry system which will be live in February 2019.

Office staff have instructions on verbal bomb threats.

A lock down policy is in place which has been practiced.

In the event of an actual threat to staff, the member of public will be escorted off site. Where the threat is significant emergency services will be contacted.

Parents and members of the public with such concerns will be asked to put their concern formally to the school in writing and follow the complaints guidance.

36. Working at Height

Staff working at height should follow HSE guidance on working at height and appropriate use of steps and ladders. Where school staff work at height this should be done in pairs to ensure safety of the person working at height.

37. Work Experience

Adults on work placement should hold a current DBS check. Students on work experience do not need to hold a DBS certificate but will be supervised on site.