



# Health Safety and Welfare Policy & Arrangements For All Saints C of E Infant School, Tilford

**Policy Adopted: November 2017**  
**Review Date: November 2020**

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.

In Foundation and Voluntary Aided Schools the Governing Body is the employer and must provide a Health and Safety Policy. These schools are welcome to adopt and follow the Surrey County council guidance

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

## **All Saints CEA Infant School, Tilford**

- 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 & Headteacher of All Saints CEA Infant School, Tilford:
  - 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.

*Lucy Thompson* **Chair of Governors**

*Date: 28.11.2017*

*Sara Bedford*, **Headteacher**

*Date: 28.11.2017*

# **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 All Saints C of E Infant School, Tilford.

### **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, (*as per "core" Risk Assessment schedule attached, together with any risks identified as specific to the school*).
  - Appropriate control measures are implemented, and that
  - 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.
  - Heating systems.
  - Portable electrical appliances.
  - Water systems.
  - First Aid/medical facility and equipment.
  - Premises staff equipment.
  - Curriculum specific e.g. gym equipment
- 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 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. A class teacher**

Louise Walters or Caroline Philipson 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.
- 4.6 The H&S training needs of staff are identified.
- 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 Headteacher.
- 5.8 All accidents and incidents are reported and reviewed or investigated.

## **6. Caretaker [or School Business Manager while no caretaker]**

The Caretaker is responsible to the Headteacher/Admin Officer, 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 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. Health and Safety Inspection Committee**

The school has established an H&S Inspection Committee which meets termly. The main purpose of the Committee is to inspect the school for H&S issues, consult with staff on H&S issues, and agree H&S procedure. Findings of the H&S Committee are copied to Governors for termly Governing Body meetings. Membership of the H&S Committee may include:

- 9.1 School Business Manager [Jo Webb]
- 9.2 H&S Governor [Alan Corcoran]
- 9.3 Governor Representative [Terry Raven]
- 9.4 Headteacher [Sara Bedford]

## 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**

*Minor accidents are recorded in the accident file (kept in the gallery), serious accidents are reported using the on-line accident/ Incident reporting system.*

**2. Asbestos**

*The School Business Manager (Jo Webb) is the responsible person for Asbestos Survey Record, location of survey, arrangements to ensure contractors and others such as site supervisors etc. have sight of survey prior to starting any work on the premises. Staff do not drill or affix anything to walls without first obtaining approval from Headteacher and checking survey. (As far as we know there is no asbestos in the building apart from under the carpet tiles in the Garden Room).*

**3. Contractors**

*Contractors are selected on the advice given by Synergy who make arrangements for the induction of contractors, arrangements to exchange health and safety information and agree safe working arrangements, risk assessments and frequency of liaison meetings. Synergy are responsible for monitoring contractors working methods.*

**4. Curriculum Safety**

*Teaching staff undertake suitable (written) risk assessments prior to commencing hazardous activities or any activity outside school. Health and safety publications adopted by the school which staff must be familiar with are the BAALPE document "Safe Practice in Physical Education and School Sport" for PE*

**5. Drugs & Medications**

*Parental requests for medicines to be administered are recorded on a medication form kept in the "Administration of Medicines" folder in the office cupboard. Staff record when the medication has been given. Medication can be kept in the school fridge if required..*

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

*A visual inspection is carried out by the Health & Safety Inspection Committee termly. A thorough PAT examination by an electrician takes place annually. A record of inspection is kept in the H&S folder in the office cupboard. Defective equipment is reported to the Headteacher.*

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

*The Headteacher is responsible for undertaking & reviewing fire risk assessment, frequency and arrangement of drills, procedures to be followed, staff with special responsibilities e.g. assembly points, maintenance of fire exits /escape routes, maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, testing of break glass points, testing of emergency lighting etc.*

**8. First Aid**

*All staff are trained in Emergency First Aid every 3 years. Sarah McGuinness has attended the two day EYFS training; and Caroline Philipson and Jo Webb are due to attend Jan 2018. First aid equipment is kept in the gallery and under the sink in the office. Kate Carter is responsible for checking & restocking, the secretary summons ambulance, the Headteacher accompanies children to hospital if a parent cannot be contacted.*

**9. Glass & Glazing**

*All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard, assessment of premises to establish compliance.*

**10. Hazardous Substances**

*Hazardous substances are kept in the caretakers stores in the WP toilet and in the outside caretaker shed. These are kept locked at all times.*

**11. Health and Safety Advice**

*The school has obtained competent health and safety advice from Health & Safety Adviser, Babcock.*

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

*Premises are cleaned and bins are emptied daily, wet floor cleaning takes place after school hours to minimise risks of slips, glass and other sharp objects are put into a box to be disposed of. The Headteacher/School Business Manager creates a path in the snow and lays salt to prevent slipping. External waste bins are located away from any buildings.*

**13. Handling & Lifting**

*Staff are trained in manual handling we follow Surrey guidelines in the use of equipment.*

**14. Jewellery**

*Children do not wear jewellery to school.*

**15. Lone Working**

*Staff do not work at height when alone in the building. Staff who live alone text the Headteacher to say they have arrived home safely.*

**16. Long Term Evacuation Plan**

*See emergency plan*

**17. Maintenance / Inspection of Equipment**

*PE equipment, lifting equipment, fire alarm and smoke detection, emergency lighting, fire extinguishers are all checked annually. School Business Manager keeps records in the H&S folder located in the office cupboard.*

**18. Monitoring the Policy**

*The Headteacher is responsible*

**19. Reporting Defects**

*Any defects should be reported to the Headteacher or School Business Manager*

- 20. Risk Assessments**  
*The Headteacher is responsible for ensuring RA's are undertaken, arrangements for undertaking special RA's (such as for staff who are pregnant or who have health problems), arrangements for periodic review of RA's*
- 21. School Trips/ Off-Site Activities**  
*When planning school trip, the Headteacher's approval must be obtained. Emergency arrangements are in the Emergency Plan, written parental authorisation must be sought. Under 5's must have a ratio of 1 adult to 5 children. Over 5's must have a ratio of at least 1 adult to 10 children. First aid must always be carried. The Headteacher is the school's Educational Visits Co-ordinator.*
- 22. Smoking**  
*The school is a non-smoking site.*
- 23. Staff Consultation**  
*H&S Inspection Committee meetings meet termly, terms of reference are revised annually, staff can raise issues of concern and make suggestions for health and safety improvements to the Headteacher or any governor.*
- 24. Staff Health & Safety Training and Development**  
*New staff are briefed about H&S arrangements at induction by the Headteacher who has received surrey H&S training.*
- 25. Staff Well-being / Stress**  
*School follows county guidelines for supporting staff*
- 26. Supervision [including out of school learning activity/study support]**  
*Supervision requirements for pupils during curriculum time: pupils must not be left unattended and all other times when in care of school. At break times 2 staff will be on the playground to supervise children. All staff have DBS clearance.*
- 27. Use of VDU's / Display Screens**  
*Staff who make significant use of VDU's should record any defects in workstation in the office file and report to Headteacher / School Business Manager. Any health concerns should be reported to the Headteacher. Staff should have at least 10 minutes in any one hour when they are not concentrating on a screen. This is usually achieved through normal working, e.g. we get up to find things, answer phones, make tea etc. Persons should not spend more than six hours a day overall concentrating on a screen. Staff are able to claim for an annual eye test (£20).*
- 28. Vehicles on Site**  
*Drivers must report to the office before coming onto the school site.*
- 29. Violence to Staff / School Security**  
*Gates must be kept shut and bolted/locked. The front door must be kept locked. Visitors must sign in and wear a school sticker. All staff must report all incidents of verbal & physical violence to the Headteacher.*
- 30. Working at Height**  
*Staff must use ladders, not chairs/tables etc and must work in pairs.*
- 31. Work Experience**  
*The headteacher carries out induction and supervision of students on work placement.*