



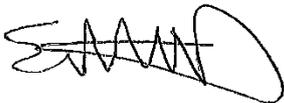
HUNDON AND THURLOW PRIMARY FEDERATION

GENERAL STATEMENT OF POLICY FOR HEALTH AND SAFETY AND WELFARE

Revised and Updated: Autumn Term 2018

Next Review: Autumn Term 2019

Signed:  Sharon FitzGerald, Headteacher

Signed:  Emma Pitt, Chair of Governors

HUNDON AND THURLOW PRIMARY FEDERATION

HEALTH, SAFETY AND WELFARE POLICY

The governors and Headteacher acknowledge and accept that:

1. Suffolk County Council has the prime responsibility for health and safety and that the governing body (management committee in the case of a PRU) and Headteacher have specific responsibilities to manage health, safety and welfare at the school level. These responsibilities must be laid out in the scheme of delegation for the school and are covered in general terms in the county council's scheme of delegation.

They also have responsibilities to fulfill the duties contained in the scheme of delegation and

- To support the published policies and aims of the county council, and
 - To promote continuous improvement in the health and safety performance.
 - To learn from the experiences of others with the overall aim of updating procedures and arrangements to meet high standards of health and safety management and risk control.
2. The Headteacher, as Local Health and Safety Coordinator, must ensure that guidance, codes of practice and other advice from Suffolk County Council are implemented;
 3. The governing body must ensure that the Headteacher is assisted in implementing the policy, advice and guidance of Suffolk County Council and fulfils its own responsibilities for health, safety and welfare of all those who may be affected by the way the school is managed.

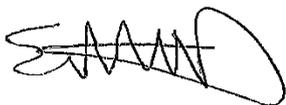
This duty extends to ensuring that:

- **working conditions and environment**
- **substances used**
- **equipment provided, and**
- **working methods adopted**

do not impair the well-being of any employee, or any other person including clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

This document must be made available to all staff in the school.

This policy document has been adopted by the governing body and is signed by the chairperson on its behalf.



(Chair of Governors)

The Headteacher, as the Local Health and Safety Coordinator for the workplace, also signs the policy.



(Headteacher)

ORGANISATION

The Headteacher has **responsibility** for day-to-day management of health and safety issues and is known as the **Local Health and Safety Coordinator**.

All staff should have regard to their own health and safety and that of others including pupils, clients, visitors and colleagues. They should communicate any concerns to the appropriate person or to the Headteacher so that hazards can be dealt with quickly.

Health and safety duties form part of the job of every employee. The level of duty is directly related to the level of the post within the organisation and follows the overall management structure across the federation. For example, a Deputy Headteacher or Senior Teacher therefore has an implied higher level of responsibility than a basic grade teacher, even if the HSW (Health, Safety & Welfare) policy doesn't provide specific detail. Job descriptions do not have to be altered to reflect the duties for health and safety commensurate with the grade of the post.

Task	Name of person responsible	Job title of person responsible
HSW System & Policy review	Sharon FitzGerald	Headteacher
Health and safety committee and/or governor committees	Sharon FitzGerald	Headteacher
Communication and information management	Sharon FitzGerald	Headteacher
Critical Incident Management	Sharon FitzGerald	Headteacher
¹ Health & Safety Training	Sharon FitzGerald	Headteacher
Programmed updating training	Sharon FitzGerald	Headteacher
Personal safety procedures (also Schoolsafe)	Sharon FitzGerald	Headteacher
Planned checks: Procedures	Sharon FitzGerald	Headteacher
Planned checks: Premises	Sharon FitzGerald	Headteacher
Planned checks: Equipment	Nicola Sanders / Angie Price	Administration Team
Risk assessments for managed moves, EOTAS and excluded pupils	Sharon FitzGerald	Headteacher
Infection Control	Sharon FitzGerald	Headteacher
Incident reporting/investigation	Sharon FitzGerald	Headteacher
Coordination of risk assessment work	Sharon FitzGerald	Headteacher
Fire procedures including personal emergency evacuation plans	Sharon FitzGerald / Angie Price	Headteacher Administration Team
Locally organised premises maintenance, repair and improvement	Sharon FitzGerald / Angie Price / Nicola Sanders	Headteacher Administration Team

First Aid (training and equipment)	Sharon FitzGerald	Headteacher
Vehicle control and pedestrian safety	Sharon FitzGerald	Headteacher
Educational visits coordinator (EVC)	Sharon FitzGerald	Headteacher
Stress and Wellbeing	Sharon FitzGerald	Headteacher
Child Protection Co-ordinator	Sharon FitzGerald Claire Buckle Lee Frere Jackie Betts	Headteacher Designated Safeguarding Lead (DSL) Alternate DSL's
Supporting pupils with medical needs	Sharon FitzGerald	Headteacher
Premises Security	Sharon FitzGerald	Headteacher
Contractors on site	Sharon FitzGerald / Angie Price / Nicola Sanders	Headteacher Administration Team
Outside lettings	Nicola Sanders / Angie Price	Administration Team
Other (specify)	Sharon FitzGerald	Headteacher

¹ Health and safety training needs are analysed on a regular basis and requirements identified are addressed within a reasonable period of time, usually within a term. Induction training for new staff is undertaken by senior staff including the Headteacher and completed within the first half-term following appointment. Continuous professional development and related technical training is coordinated separately.

Health, Safety and Welfare (HSW) Policy Review

- The Federation's Health, Safety and Welfare Policy is reviewed annually following consultation with staff and governors. The school will formally adopt the new policy and renew the relevant signatures as appropriate.
- Targets included within the policy document are reflected within the Health and Safety action plan and other documents such as the Federation's School Development and Improvement Plan and strategic three year plan, where relevant.

Premises and Health, Safety and Welfare (HSW) Committee

The governing body supports and encourages the Headteacher in the provision of a positive safe culture within the Federation and where appropriate assists in the identification, control and management of risk.

This is monitored by the Premises and Health, Safety and Welfare (HSW) Committee as set out in its' Terms of Reference (which are reviewed annually to ensure the HSW system is effective and complete) and proceedings within the meetings are formally recorded with action points brought forward for review. The committee reviews the incident records for each term, and for each year, from across both schools to identify any patterns or other indicators requiring management

attention. This committee includes the Headteacher as Health and Safety Coordinator and members of the Federations' Administration Team.

The Health and Safety responsibilities of the Headteacher and all other school staff will be incorporated into job descriptions as appropriate. All teaching, support, supervisory and ancillary staffs (including voluntary staff and all persons responsible for groups using the premises) have day-to-day responsibility for ensuring safe methods of work exist and are implemented. They should also ensure that Health and Safety rules and procedures are applied effectively.

Communication and Information Management:

- The Headteacher, School Leadership Team and, where appropriate, the Premises, Health, Safety and Welfare Committee, will ensure that staff are informed of all relevant Health and Safety issues and updated when necessary by adequate and appropriate training.
- The Schools Portal and the Health and Safety Executive website is checked by the Headteacher for updates at regular intervals. The Headteacher meets on a regular basis with the school's allocated Property Advisor to discuss matters related to Health and Safety.
- The Federation's 'Health, Safety and Welfare Policy' is available to all staff, displayed on the staff noticeboards in each school staffroom. The 'Health and Safety Law - What you should know' poster is also displayed in each staffroom under the heading of 'Health and Safety'. All new staff are provided with a copy of the 'Health and Safety Law' leaflet. (A copy will also be included in the new Staff Handbook.)
- Regular briefing sessions are provided by the Headteacher as the Health and Safety Coordinator to share information from committee meetings as relevant, ensure staff are clear on the reporting procedure and make staff aware of any relevant campaigns related to health, safety and welfare.
- Routine Risk Assessments of the premises and activities of the school will be monitored by the Premises, Health, Safety and Welfare Committee.
- Day-to-day hazards and Health and Safety issues will be entered on the Health and Safety Form and kept in the relevant schools' Administration Office.
- All staff organising additional activities, for example, educational visits and trips will complete a Risk Assessment Form.
- Risk assessments for curriculum subject specific information are located in the relevant folder on the staff shared resources at both schools (and will be included in the new Staff Handbook.) Subject Leaders must acknowledge their specific responsibility for managing curriculum subject specific information and keeping the school's Premises, Health, Safety and Welfare Committee informed about new information and guidance received.
- Arrangements will be made (as and when applicable) for trade union representatives to consult on health and safety matters relating to all staff.

Critical Incident Management and temporary staffing absences

- Please refer to Hundon and Thurlow Primary Federation Critical Incident Policy and Business Continuity Plans which are updated regularly in line with county guidance and shared with staff on an annual basis.
- Arrangements are made (as necessary) to cover key staff absence in order to maintain first aid provision, medical needs and security.

Health and Safety Induction Training

All members of staff receive appropriate induction training matched to their specific work and responsibilities. Members of staff who are new to the school, particularly those with management responsibilities, are provided with induction which incorporates specifics to their responsibilities also. (See Appendix 1)

Routine Updating Training

- Log of health and safety training attended by staff is monitored and updated as appropriate. The log is signed by attending staff.
- Refresher training linked to Health, Safety and Welfare is planned for all staff at least once every three years, (first aid training is considered separately and has separate statutory requirements.)

Personal Safety procedures, Schoolsafe and control of violence

- Please refer to 'Policy for dealing with abuse, threats and violence', for procedures relating to incidents, reporting and investigating incidents. All staff are advised about this guidance and the procedures contained therein.
- Schoolsafe training will be accessed for all staff should the need arise.
- Visitors and people entering the building are required to sign in at Reception and are issued with a badge which must be returned on departure. Entry to the school can only be gained through main entrance and clear signs illustrate this from the outside of the building.
- Key holders ~ all teachers, the Chair of Governors and both Administration Teams have keys and will inform relevant parties of changes as required.
- If staff are working alone in either school building they are required to contact the Headteacher when they leave.

Planned Safety Checks

These can be broken down into 3 separate groups as follows:

Procedures

Equipment

Premises

Procedures

- Termly Health and Safety inspections at both sites are carried out by the Premises and Health, Safety and Welfare Committee and patterns identified within visual check records and incident report forms are also monitored within these meetings.
- Outdoor play equipment checked visually before use each day by the supervising adults and record for visual checks is maintained. Any issues are to be reported to the school's administration team who can 'action' any required remedial work.
- Daily visual checks are undertaken of the school environments by school leaders and any issues identified are addressed or reported to the school's administration team who can 'action' any required remedial work.

Equipment

All equipment (not otherwise covered under other headings) is subjected to a formal, **appropriate, programmed** and **recorded** maintenance check.

- All indoor and outdoor **sports** and **play** equipment;
 - The school's water systems- hygiene, temperature and legionnaires disease checks;
 - Mechanical equipment used in Design Technology;
 - Fume cupboards and other exhaust ventilation equipment, (e.g. ventilation for kilns, design and technology machines, toilets, and reprographics areas);
 - Catering equipment, including ventilators;
 - Ladders and stepladders checked visually by user before use;
 - Printing and reprographics machines.
- All electrical equipment is tested routinely and maintained by Calbarrie, (county recommended provider);
 - All Local Authority advice and guidance is followed;
 - All staff are aware of the need to undertake simple and informal visual inspections of any electrical equipment they (or their class) are about to use and routinely check the condition of plugs, sockets and mains leads, reporting any issues to the school's administration team who can 'action' any required remedial work.

Premises

- Termly whole site Health and Safety inspections are carried out by the Premises and Health, Safety and Welfare Committee at both schools in addition to those undertaken by the school's Property Advisor.
- The Premises and Health, Safety and Welfare Committee at both schools identify and record items checked / identified for attention to demonstrate due diligence. Records of these are maintained within the meeting minutes for checking if required.
- Visual checks on fire exits and routes as well as fire and security alarm system checks are carried out frequently.

Incident Reporting/Investigation

- The SCC Incident Report form and associated guidance is in use in the Federation's schools.
- The Headteacher is responsible for ensuring the Incident Report Forms are completed correctly and issues are dealt with in a time specific manner.
- The Headteacher is responsible for reporting any serious injuries and deaths to RIDDOR by completing an online form at www.hse.gov.uk/riddor or telephone 0845 3009923

- Incidents are investigated as appropriate with a view to preventing a recurrence. The Federation reviews relevant risk assessments after any incident or near miss.
- The Federation's Premises and Health and Safety Committee periodically reviews the incident history for the school and plans actions to reduce the likelihood of future incidents. Any areas that are consistently seen to be 'at risk' need to have an independent investigation carried out by the Headteacher.

Coordination of Risk Assessment Work

Risk assessments are kept on file in the school office and include:

- First aid arrangements (numbers of trained staff, level of training and equipment);
- Lone working situations, including security checks and locking up;
- In some cases, new pupils, those returning after a previous exclusion or pupils transferring from other schools may present challenging behaviour for which the school will need to prepare - a specific risk assessment may be required to assist with identifying measures the school should take to assist staff to cope;
- Educational visits and trips;
- Tree maintenance;
- Display screen equipment/workstations;
- Manual handling;
- New and expectant mothers;
- Level of supervision in playgrounds and for play equipment;
- Working at height;
- Hinge protectors for doors;
- Clinical waste;
- School fetes, drama productions etc;
- Pedestrian safety where vehicles may be moving.

Fire Procedures

- A fire risk assessment has been completed.
- The fire risk assessment is reviewed whenever significant changes to the premises or the use of the premises are planned and, in any event, at least annually.
- Notices detailing the evacuation procedure and assembly points are placed around the school, and there is one in every classroom.
- A personal emergency evacuation plan will be made for any pupil or member of staff requiring assistance.
- An evacuation practice is carried out once per term.
- All fire extinguishers are examined during annual maintenance checks.
- Details of the alarm and other tests, evacuation drills and fire precautions training are recorded in the fire log book.
- Termly checks are undertaken of all fire exits and doors; however, if public events are being held (plays, parents' evenings etc.) fire exit route doors should be checked specifically for such events. Records of all checks are kept in a fire precautions log book;
- Bins are kept in a compound separate from the school building.
- Fire safety arrangements have been checked with the fire service or other competent adviser within the last 5 years.

Locally Organised Premises Maintenance, Repair and Improvement

Form 13 procedures are followed.

- Relevant staff (Cleaner/Administrator/Headteacher) know the asbestos procedures.
- The school's Corporate Property Advisor supports the school in making any necessary alterations to the asbestos survey report and notifying Suffolk County Council.
- The school ensures that service specifications are adequate and that contractors, such as cleaning, catering and grounds maintenance (or the school's own employees) work to appropriate standards.
- Risk assessments and safe systems of work must be comprehensive and subject to periodic specialist audit carried out by our Corporate Property Advisor.

First Aid - Training and Equipment

- Kits are located close to sites likely to need it most frequently (e.g. near playground).
- Stock levels in first aid kits are monitored by First Aider.
- Satisfactory procedures for the disposal of clinical waste, and sanitary waste, are in place.
- Records are kept of who has received training, and when their certificates expire.
- The whole school staff is adequately briefed about the school's first aid provisions.
- The list of trained staff is maintained by the Senior Administrator.
- Minor injuries are recorded in the school accident book. These accidents are monitored termly by the named First Aider. Any areas of concern are highlighted to the Administration Team and an investigation takes place. This is reported to the Premises and health & Safety Committee.
- First aid arrangements are in place for visits and trips.
- For minor injuries (e.g. bumped heads) parents are informed.
- For more serious injuries, a senior member of staff assesses the injury/incident.
- In an emergency, an ambulance is called.
- If the incident is serious but not an emergency, the parents are informed; they are advised to take the child to the GP/Health Centre or the A&E Department at the local hospital.

Vehicle Control and Pedestrian Safety

- Access to the school sites is restricted by means of a key coded automatic gate.
- Only staff vehicles and deliveries are permitted to enter and/or park on site during normal school hours.
- Vehicle movements are restricted between 9:00am-9:30am, 12:10pm-12:40pm and 3:15pm-3:45pm.
- Refuse vehicles do not enter the school site.
- If access within the periods stated above is required, vehicles will be escorted onto the school site.

Education Visits Coordinator (EVC)

- Suffolk County Council advice is being followed.
- The school has nominated a coordinator who ensures that the LA training has been completed.

- The school has adopted a policy which follows the model provided by the County Council.

Stress and Wellbeing

- The Federation has taken positive action to manage stress and wellbeing issues - wellbeing meetings take place where employees can raise and discuss any issues that they feel cause stress in the workplace.
- The Federation has bought into a wellbeing scheme.
- Arrangements have been made to provide staff with a free and confidential counselling service, as required by law.
- Stress and workload issues will be discussed and recorded during routine appraisal discussions.

Safeguarding Children Procedures

- Current guidance and legislation is followed and supported by the Child Protection and Safeguarding Policy.

Supporting Pupils with Medical Needs

- The latest County Council and Government guidelines are followed.
- The Federation has adopted a suitable policy documenting the arrangements for the administration of medicines and for the management of medicines within the school.
- The Headteacher monitors and reviews the Federation's policy and practice relating to the supporting of students with medical needs.
- The school's SENDCo, in consultation with parents/carers and medical advice, will set up and review care plans for pupils with medical needs.

Premises Security and Visitor Safety

- County Council guidance is followed.
- Suitable arrangements are in place to ensure adequate supervision exists when visitors (including parents and children who are not pupils of the school) are present on site.

Contractors on Site

- Contractors should always sign in at our reception desk and will be issued with a high visibility jacket or visitor lanyard/sticker as appropriate.
- Contractors are briefed about the school's fire procedures, smoking restrictions, local management arrangements, vehicle movement restrictions etc.
- Contractors are asked not to make deliveries to the school between 9:00am-9:30am, 12:10pm-12:40pm and 3:15pm-3:45pm.
- Contractors should present their ID badges at all times (but should show they have been DBS checked whilst working on the premises when children are present) to the school prior to entering the school site.
- The Administration Teams have responsibility for monitoring the contractor's safety performance in order to prevent danger to people other than the contractor's staff: this includes checking the contractor's site is adequately fenced, materials are stored safely etc.

Lettings

- Fire procedures for evenings or other times when lettings take place are the same as those during school time.

- Information must be provided to inform people who are booking the premises about any necessary health, safety or security information relating to the premises and any equipment that may be used; the hirer will be asked to sign to acknowledge receipt of the information.
- Any lettings require the school to enter into a written agreement with the lessee.
- The hirer will be informed about first aid kits and equipment, fire procedure and telephone access in case of accident or emergency.
- A member of staff will be on site whilst the letting takes place.

Appendix A:

Health and safety induction training checklist for use with employees	Date: Name:
<input type="checkbox"/> Overview of the Federation's health and safety policy and organisational structure	
<input type="checkbox"/> Tour of the premises	
<input type="checkbox"/> Current health and safety priorities for the school	
<input type="checkbox"/> General health and safety advice, including the school's own guidance and that from the LA	
<input type="checkbox"/> H & S concerns - specific duties and responsibilities	
<input type="checkbox"/> Grievance procedures related to H & S	
<input type="checkbox"/> Information on hazards specific to the school, and established controls or precautions	
<input type="checkbox"/> Use of equipment and/or tools	
<input type="checkbox"/> Materials and substances in use - handling and labelling systems/warning signs. COSHH requirements, risk assessments and health and safety data sheets	
<input type="checkbox"/> Use and care of PPE (personal protective equipment)	
<input type="checkbox"/> Legal responsibilities and rights	
<input type="checkbox"/> Trained first aid personnel and first aid facilities	
<input type="checkbox"/> Fire evacuation and emergency procedures	
<input type="checkbox"/> Fire extinguishers - location and use	
<input type="checkbox"/> Access to wellbeing advice, counselling and other staff support schemes	
<input type="checkbox"/> Security	
<input type="checkbox"/> Manual lifting and handling - general advice and risk assessment	
<input type="checkbox"/> Safe stacking of materials	
<input type="checkbox"/> Defective or inappropriate tools	
<input type="checkbox"/> Correct use of guards	

Safe procedures for machines, including design technology equipment

Smoking restrictions

Reporting of incidents, hazards, work-related injuries and illnesses

Working at height

What to do in an emergency, including fires that start in class

Initial advice to women of child bearing age about the need for expectant and new mothers' risk assessment

I have read and understood the Health & Safety Policy.

Signed: _____

Date of signature: _____