

# Grovelands Primary School

## Health Safety and Welfare Policy and Arrangements

<b>Date of approval:</b>	January 2018
<b>Next review date:</b>	Spring Term 2020
<b>Responsible staff member:</b>	M Woods
<b>Policy reviewed by:</b>	M Woods
<b>Sources used for review:</b>	The Key
<b>Committee/GB responsible:</b>	Resources Committee
<b>Signed by the Chair of the Governing Body:</b>	 <hr/> <b>Mrs Susan Foster</b>

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

- 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 and Headteacher\* of Grovelands 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 HandS policy of Surrey County Council.
  - Require all managers, in the school community, to act in accordance with SCC/School HandS policy and procedures, and require same of persons that they supervise and take responsibility for.
  
2. The Governing Body and Headteacher will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant HandS 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 and Headteacher will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to al relevant persons, and for the significant finding to be properly incorporated into the school's HandS procedures.



Susan Foster, **Chair of Governors**

January 2018



Chris Hodges, **Executive Headteacher**

January 2018

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

The following HandS organisational structure, and roles and responsibilities are approved by the Governing Body and Headteacher\* of Grovelands Primary School.

### 1. The Governing Body

The Governing Body approves the HandS 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 HandS 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 (HandS) as an HandS link between the Governing Body and the wider school community, who will stay up to date with school HandS initiatives and inform the Governing Body accordingly.
- 1.3 Be informed and updated of Surrey County Council's HandS Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC behalf.
- 1.4 Ensure that HandS is an agenda item on full Governing Body termly meetings, and receive a termly HandS report from the Headteacher at this time. This report should include information on,
  - Progress of the HandS targets in the SDP.
  - Accident/incident analysis
  - Relevant HandS information received from SCC or its Advisers.
  - Suggestion on future HandS initiatives.
- 1.5 Facilitate any necessary review of the school's HandS policy and procedure as may become apparent via the strategies above.

### 2. Headteacher

As Senior Manager for the premises, and of all on and off site school related activities, the Headteacher is responsible for the day to day management of HandS. The Headteacher will advise SCC/Governors of any HandS issue where their support or intervention, either via system or finance, is necessary and appropriate in order to effect the requirements of this policy. In particular the Headteacher will ensure that:

- 2.1 The contents of this policy are brought to the attention of all relevant persons.
- 2.2 A process for risk assessments is applied within the school, and that:
  - 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
  - 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 and 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. gymnasia and fume cupboards
- 2.6 An adequate needs analysis of HandS 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 HandS awareness
  - HandS Induction training (all new and temporary staff)
  - Emergency/Fire Training for the whole school community.
  - First Aid
  - Risk Assessment
  - HandS Coordinator
  - Lifting and Handling
  - Working at heights,
- and any further specific HandS 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 HandS advice as required by the management of HandS regulations.
- 2.9 A termly HandS report is provided to Governors.
- 2.10 The school cooperates and participates in the County's HandS 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 HandS in the absence of the Headteacher.

The Headteacher may delegate functions to other or single members of staff (e.g. an HandS Coordinator) who may be tasked with the HandS 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 and investigated in accordance with the school's procedure.
- 4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- 4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.
- 4.5 HandS 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 HandS 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 HandS induction training.
- 4.9 First aid provision is adequate.
- 4.10 Pupils are given relevant HandS information and instruction.

### 5. Teaching Staff [Including supply]

Teaching staff are responsible for the HandS 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 HandS 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/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 HandS 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 and Safety Coordinator to carry out HandS functions and maintain an overview of the HandS organisation and management of the school, and report to the Headteacher accordingly. Specific functions of the HandS Coordinator may include:

- 7.1 Having an overview of the school's HandS Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary.
- 7.2 Overseeing and 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 and 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 HandS 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 HandS 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

\* For 'Headteacher', where there isn't one, read 'Executive Headteacher'

## 10. Health and Safety in School

### *The school manages Health and Safety consultation in several ways:*

- 1) The Premises Manager has a log book located in the main office for staff to bring any issues to his attention.
- 2) Class teachers annually complete a classroom risk assessment checklist for the attention of the Premises Manager. This checklist identifies any issues in the classroom.
- 3) Relevant risk assessments are completed with the consultation of the staff members involved in the risk assessed area.
- 4) The Governing Body completes a Health and Safety audit on an annual basis.
- 5) The Premises Manager completes regular weekly checklist reviews. Any issues are raised with the Headteacher and School Business Manager. Further consultation is had with staff if relevant.

### 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 report to the school office and sign in and out – they are issued a visitor pass. Staff are expected to challenge any individuals seen not wearing a pass.  
Staff use their fobs to enter and exit the school building. The Premises Manager opens and locks the school and the gates as per the school opening times.
2. **Accident Reporting, Recording and Investigation**  
Accidents are recorded under RIDDOR by the Attendance and Welfare Officer and reviewed by the School Business Manager to the SCC's on-line accident reporting system.
3. **Asbestos**  
The Premises Manager is the responsible person for the Asbestos Survey Record, it is located in Premise Manager's office and SBM office.  
The Premises Manager is responsible to make sure that contractors and others such as site supervisors etc. have sight of survey and sign the survey prior to starting any work on the premises. Staff are required to report damage to asbestos materials immediately.
4. **Contractors**  
The Premises Manager is the contact person for the contractors working on site and is responsible with providing them with information to enable them to work safely on the school premises.
5. **Curriculum Safety** [including out of school learning activity/study support]  
Teaching staff to undertake suitable (written) risk assessments prior to commencing hazardous activities and be familiar with the PE Risk Assessment.
6. **Drugs and Medications**  
No medication can be administered without written consent from the parent. We follow the Surrey guidance manual on 'Young People's Health and the Administration of Medicines'.
7. **Electrical Equipment** [fixed and portable]  
An annual inspection is undertaken by a qualified contractor under the supervision of the premises manager.
8. **Fire Precautions and Procedures (and other emergencies)**  
This is covered under fire safety policy
9. **First Aid**  
The school endeavours to train all staff in first aid. The staff list is kept in the school office and new staff are trained when a suitable time can be arranged.
10. **Glass and 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.
11. **Hazardous Substances**  
Hazardous substances include:
  - Substances used directly in work activities (eg adhesives, paints, cleaning agents);
  - Substances generated during work activities (eg fumes from soldering and welding)
  - Naturally occurring substances (eg grain dust)
  - Biological agents such as bacteria and other micro-organisms.

The Caretaker will use COSHH risk assessment for all the hazardous substances and cleaning agents and store them in COSHH folder.

- 12. Health and Safety Advice**  
The school has access to health and safety advice via Surrey CC and Babcock 4S.
- 13. Housekeeping, cleaning and waste disposal**  
Cleaning and waste disposal are carried out by the premises staff (including Babcock 4S cleaners, PHS and SUEZ). External bins are kept within the locked school grounds. Shredders are provided for confidential purposes.
- 14. Handling and Lifting**  
See Risk Assessment for Manual Handling. The Premises Manager has received full training.
- 15. Jewellery**  
Pupils are not permitted to wear jewellery. Pupils returning in the Autumn term with pierced ears are permitted to wear 'plugs' until the ears are healed, during which time they are not permitted to participate in physical activity.
- 16. Lettings/shared use of premises**  
Please see the Lettings Policy
- 17. Lone Working**  
Please see Risk Assessment Lone Working.
- 18. Long Term Evacuation Plan**  
Please see Emergency Action Plan.
- 19. Maintenance / Inspection of Equipment**  
The school buys into services for maintenance of equipment.
- 20. Monitoring the Policy**  
The Headteacher, the School Business Manager and the Premises Manager as the people responsible for the upkeep of the premises, carry out workplace inspections and monitor implementation of policy by staff, accident reports/trends and deal with complaints.
- 21. Personal Protective Equipment (PPE)**  
Premises manager is responsible for ensuring appropriate PPE is worn.
- 22. Playground Safety**  
Pupils are supervisors while on the playground at all times. Playground equipment is maintained by contractors and visual checks are carried out by the Caretaker.
- 23. Reporting Defects**  
Hazards and defects are reported to the Premises Manager and the ICT Manager by completing the relevant forms. Urgent issues reported verbally for immediate action.
- 24. Risk Assessments**  
The Headteacher, SBM and Premises manager are responsible for updating risk assessments. Specific risk assessment should be carried out for staff who have health problems.
- 25. School Trips/ Off-Site Activities**  
Please see educational visits policy. The school follows SSC approved HandS Guidelines for Educational Visits.
- 26. School Transport**  
The office source appropriate bus companies for trips. Staff are not permitted to use their own cars for pupil transfer.
- 27. Smoking**  
Grovelands Primary School is a non-smoking environment. Staff are not allowed to smoke on the school premises.

- 28. Staff Consultation**  
Consultation is carried out using sampling of staff members. All staff can raise health and safety related issues using the relevant forms i.e. building and ground maintenance or IT issues.
- 29. Staff Health and Safety Training and Development**  
New staff are to be provided with a copy of HandS Policy. Relevant training will be provided as necessary
- 30. Staff Well-being / Stress**  
The school buys into an employee assistance programme.
- 31. Supervision [including out of school learning activity/study support]**  
Pupils must not be left unattended and staff/pupil ratios should be maintained. All staff and volunteers are subject to enhanced DBS clearance.
- 32. Swimming Pool Operating Procedures**  
N/A
- 33. Use of VDU's / Display Screens**  
Please see 'HSE working with VDUs' and 'DSE Individual Assessment Form'.
- 34. Vehicles on Site**  
Vehicles should be parked in the designated parking spaces.
- 35. Violence to Staff / School Security**  
Please see 'Keeping schools safe from abuse, threats and violence' and 'Risk of Violence Assessment and Control'
- 36. Working at Height**  
The Premises Manager has received the full training. Both the Premises Manager and the ICT Manager have received training on working with ladders.
- 37. Work Experience**  
Please see 'The Right Start for Work Experience'.

Risk Assessment	Assessment Date	Review Date
Access control	Sep-18	Sep-19
Arts	Sep-18	Sep-19
Computers	Sep-18	Sep-19
Design and Technology	Sep-18	Sep-19
COSHH	Sep-18	Sep-19
Electrical safety	Sep-18	Sep-19
Fire precautions	Sep-18	Sep-19
First Aid	Sep-18	Sep-19
Lone working	Sep-18	Sep-19
Manual handling	Sep-18	Sep-19
Medication/ Infection and Illness	Sep-18	Sep-19
P.E.	Sep-18	Sep-19
Playground safety	Sep-18	Sep-19
Use of electrical equipment	Sep-18	Sep-19
Premises	Sep-18	Sep-19
Science	Sep-18	Sep-19
Sun Protection	Sep-18	Sep-19
Working at Height	Sep-18	Sep-19