

St Lawrence C of E (Aided) Junior School

Health, Safety and Welfare Policy & Arrangements Policy

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 Policy, reference is made to Surrey County Council Health and Safety Policy. As a Voluntary Aided Schools the Governing Body has adopted and follows 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 St Lawrence C of E (Aided) Junior 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 and 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 and 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.

Signed:

Signed:

*George Cameron, **Chair of Governors***

*Damian Tucker, **Headteacher***

Date:

Date:

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 and Headteacher of St Lawrence C of E (Aided) Junior 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 and 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
- 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.
- First Aid/medical facility and equipment.
- Premises staff equipment.
- Curriculum specific e.g. gymnasium

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. 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 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.
- 4.9 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. Caretakers

The Caretaker is responsible to the Headteacher/School Business Manager, and in particular will ensure:

- 6.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- 6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- 6.3 That periodic H&S inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. (These may be carried out with others such as governors, H&S Co-ordinator etc)
- 6.4 That persons they supervise only undertake work for which they are competent.
- 6.5 That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.6 That all staff work in accordance with safe working practices issued by the school, the County Council etc.

7. 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 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 Year Leaders) 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 H&S responsibilities. In particular all employees must:

- 8.1 Participate in the school's risk assessment process and comply with findings.
- 8.2 Report any defects in the condition of the premises or equipment of which they become aware.
- 8.3 Report all accidents/incidents in accordance with the school's procedure.
- 8.4 Be familiar with the procedure to be followed in the event of a fire/emergency.
- 8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- 8.6 To follow all relevant codes of safe working practice and local rules.
- 8.7 To report any unsafe working practices to their Line Manager.

9. Staff Safety Representatives (if applicable)

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

- 9.1 To investigate potential hazards and to examine the causes of accidents in the workplace.

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

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

Names of Trade Union appointed Safety Representatives (if any)

Name	Union	Area Covered

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

The school governors have 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 – Damian Tucker
- 10.2 Governor Representative – George Cameron
- 10.3 Health & Safety Co-ordinators – Louise Roberts
- 10.4 Governors - Harriett Hill, Mike Stephens
- 10.5 Caretaker – Dave Tarrant
- 10.6 Caterer in Charge – Abi Richardson

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**
Records to be completed by staff / person witnessing accident and administering first aid as per SCC regulations. SCC online reporting system used.
3. **Asbestos**
N/A
4. **Contractors**
Contractors are selected using the approved Surrey list or that held by DHP. Where necessary arrangements to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings are discussed prior to any works commencing. Louise Roberts is the person responsible for monitoring contractors working methods, how staff should report concerns and who to, liaising with County Property.
5. **Curriculum Safety** [including out of school learning activity/study support]
All teaching staff to undertake suitable (written) risk assessments prior to commencing hazardous activities, Guidance provided by Surrey County Council and relevant Health & Safety documents e.g. the BAALPE document "Safe Practice in Physical Education and School Sport" for PE
6. **Drugs & Medications**
Parental written requests for medicines to be administered are held on file and records of dosage recorded (held in main office). Staff training requirements are monitored. All staff to have first aid training every 3 years. Medication stored as appropriate in locked fridge / cabinet. The folder entitled "Pupils' Health and the Administration of Medicines" is located in the main office.
7. **Electrical Equipment** [fixed and portable]

Regular visual inspections by users and caretaker, and annual testing of portable appliances through examination by qualified electrician. The record of inspection is held in SBM's office. Personal items may not be brought into school. Qualified electrician undertakes examination of fixed installation, and provides written report of defective equipment

8. Fire Precautions & Procedures (and other emergencies)

Headteacher, supported by SBM is responsible for undertaking and reviewing fire risk assessment, frequency and arrangement of drills, procedures to be followed, staff with special responsibilities e.g. fire marshal etc, 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.

Caretaker to undertake regular testing of fire alarm, break glass points and emergency lighting. Annual testing by qualified contractor.

9. First Aid

Sharon Mepstead, Candida Brook and Jackie Fouracre are trained appointed first aid staff.

First aid boxes kept in main office and staff room. Office staff responsible for checking and restocking, and summoning ambulance, Headteacher to decide who accompanies children to hospital, and organise cover in the event of absence, training and retraining of first aiders.

10. 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.

11. Hazardous Substances

Selection and use of substances, hazard data sheets, CLEAPSS Hazcards location, risk assessments, staff training in safe use, selection and use of protective equipment, storage arrangements, staff health surveillance, use of mechanical controls, should be in accordance with SCC guidelines. All staff, including curriculum and caretakers, cleaning staff etc who use hazardous substances must be considered.

12. Health and Safety Advice

The school has made arrangements to obtain competent health and safety advice from Health & Safety Adviser, Babcock 4S.

13. Housekeeping, cleaning and waste disposal

Caretaker to ensure premises are kept clean, to minimise accumulation of rubbish, to ensure arrangements for wet floor cleaning to minimise risk of slips, means of disposing of glass and other sharp objects, arranging for snow shifting, security of external waste bins in bin area.

- 14. Handling & Lifting**
All activities involving lifting/handling must have risk assessments to identify precautions to minimise manual handling tasks. Staff are advised re manual handling. Separate assessments and training is needed for the lifting of pupils where appropriate
- 15. Jewellery**
Children may not wear jewellery at school at school for safety reasons. Watches may be worn provided they are labelled with the child's name. Earrings must be **plain** studs and the child must be able to take them out and put them back in themselves. Parents are asked if they are getting their child's ears pierced to do so at the start of the six week summer holiday. Children are strictly prohibited from wearing make-up in school. This includes coloured lip salves and nail varnish.
- 16. Lettings/shared use of premises**
Exchange of health and safety information and policies, restrictions on use of equipment, restrictions on accessible areas, staffing requirements, first aid provision, telephone provision, fire and emergency arrangements, standard operating procedures, agreeing responsibilities at school fetes and other fund raising events, emergency lighting, public entertainment license, should be prior to letting or occasion, by SBM and Caretaker.
- 17. Lone Working**
All persons should be aware of safe working practices/rules for staff who work alone including contact arrangements, risk assessment, and limiting high risk activities
- 18. Long Term Evacuation Plan**
Details of what procedures are in place to temporarily relocate staff and pupils to a safe place in the event of not being able to return to the premises after an evacuation e.g. a gas leak, fire etc. Details to include place of temporary relocation and, items to take e.g. contact numbers, mobile phone, medical items etc. – See School Emergency Plan.
- 19. Maintenance / Inspection of Equipment**
Equipment that requires periodic inspection, examination, or testing. include ladders and steps, PE equipment, fire alarm, emergency lighting, fire extinguishers, electrical items. Records on type of check required and frequency, who undertakes the checks are kept in the SBM's Office.
- 20. Monitoring the Policy**
The Governors Premises / Health & Safety Committee carry out termly workplace inspections and monitor implementation of the policy by staff, including monitoring accident reports/trends, complaints.

- 21. Personal Protective Equipment (PPE)**
PPE is to be provided free of charge where risk assessment determines to be necessary when selecting suitable equipment, and arrangements for periodic checking and maintenance of equipment, ensuring proper use, supervision.
- 22. Playground Safety**
Headteacher will ensure sufficient pupil/staff ratio in accordance with H&S guidelines, staff will be given instruction in emergency procedures. SBM & Caretaker to ensure maintenance of features and/or play equipment and regular inspections of grounds.
- 23. Reporting Defects**
Hazards should be reported to SBM / Caretaker, and interim measures to be taken pending rectification. SBM to arrange remedial works, liaising with DHP Property Consultants when necessary.
- 24. Risk Assessments**
SBM is responsible for ensuring RA's are undertaken, and arrange special RA's (such as for staff who are pregnant or who have health problems), and ensures periodic review of RA's. Visits co-ordinator to ensure RA is undertaken and reviewed for all trips and visits.
- 25. School Trips/ Off-Site Activities**
Party Leader ensures emergency arrangements, parental authorisation obtained, supervision requirements and first aid provision are in place, to ensure requirements are met when planning school trips, and obtains approval from Headteacher and in the case of residential trips, to seek approval from FGB and County Council.
Ed Davis / Damian Tucker, Headteacher is the named school's Educational Visits Co-ordinator.
- 26. Smoking**
There is no smoking provision on the school site.
- 27. Staff Consultation**
H & S committee meetings are held termly; terms of reference are agreed annually. Staff can raise issues of concern and make suggestions for health and safety improvements directly to the governors, or via the Health & Safety Co-ordinator.
- 28. Staff Health & Safety Training and Development**
New staff are given health and safety information with contracts, and are briefed about H&S arrangements by the SBM during induction session. This includes use of hazard substances, work at height, use of VDU's and certain roles (e.g. caretaker, H&S co-ordinator).
- 29. Staff Well-being / Stress**
Support is available from Surrey County Council occupational health.

- 30. Supervision** [including out of school learning activity/study support]
Pupils are supervised at all times during school hours and out of school learning. The ratio of supervision at break times / lunch times is within the recommended figure, and the ratio of 1:10 for visits is adhered to. Extra curricular activities may be up to 30 children, as per classroom teaching, depending on the activity. School trips are in line with Surrey County Council guidelines and all requirements for DBS clearance must be adhered to.
- 31. Use of VDU's / Display Screens**
Staff that make significant use of VDU's are given appropriate training. Defects in workstations should be reported to the SBM or IT Technician. VDU users should ensure that they take sufficient breaks away from screens.
- 32. Vehicles on Site**
Onsite car park is for staff and official visitors only. Deliveries are made via the main drive. Emergency access from Vine Road entrance is across playground. Restrictions apply to large vehicle movement across playground during school times. All drivers must report to the school office.
- 33. Violence to Staff / School Security**
All doors that open outside the secure fenced areas of the school i.e. across the front of the school should be kept shut at all times. Visitor access is via the secure reception area. All visitors must sign in and wear a visitor's badge. Violence towards staff will not be tolerated and all staff must report all incidents of verbal and physical abuse to the Headteacher.
- 34. Working at Height**
Staff should ensure they use the step ladders and step stools provided in school when putting up displays or reaching up to shelves. Guidance is provided in the HSE "Keeping safe when working at height" leaflet given to staff in induction pack. Caretaker and contractors must work in accordance with H&S regulations regarding working at height. Pupils must not climb on furniture and only use step ladders under strict supervision from a member of staff.
- 35. Work Experience**
Supervision of students on work placement within school is through County arrangements for work experience – Trident.

Revised: July 2018

Review Date: July 2021