

# CLANDON SCHOOL

A caring community where all can THRIVE

## HEALTH, SAFETY AND WELFARE POLICY

Reviewed	Spring 2018	Next Review	Spring 2019
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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 Surrey County Council, and obtainable via SCC website.**

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 Clandon C of E 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 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 compliance 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.

*James Culmer, **Chair of Governors***

*Jon Light, **Headteacher***

## **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 Clandon C of E Primary School.

#### **1. The Governing Body**

The Governing Body approves the H&S Policy of the school and monitors its successful implementation. The Governing Body further ensures, as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policies. The Governing Body will specifically:

- 1.1 Include Health and safety targets in the School Development Plan.  
Targets may include,
  - Provision of facility for health and safety purposes.
  - Reductions in accidents/incidents.
  - Training for Governors/staff, and
  - revision of policy/procedure
- 1.2 Nominate a Governor (H&S) as an H&S link between the Governing Body and the wider school community, who will stay up to date with school H&S initiatives and inform the Governing Body accordingly.
- 1.3 Be informed and updated of Surrey County Council's H&S Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC behalf.
- 1.4 Ensure that H&S is an agenda item on full Governing Body termly meetings, and receive a termly H&S report from the Headteacher at this time. This report should include information on,
  - Progress of the H&S targets in the SDP.
  - Accident/incident analysis
  - Relevant H&S information received from SCC or its Advisers.
  - Suggestion on future H&S initiatives.
- 1.5 Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.

#### **2. Headteacher**

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

- 2.1 The contents of this policy are brought to the attention of all relevant persons.
- 2.2 A process for risk assessments is applied within the school, and that:
  - All appropriate areas/activities are covered, (*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 & 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. gymnasia and fume cupboards
- 2.6 An adequate needs analysis of H&S training is undertaken for schools staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
- Headteacher H&S awareness
  - H&S Induction training (all new and temporary staff)
  - Emergency/Fire Training for the whole school community.
  - First Aid
  - Risk Assessment
  - H&S Coordinator
  - Lifting and Handling
  - Working at heights,
- and any further specific H&S training identified by the training needs analysis as being necessary and appropriate.
- 2.7 Adequate and easily retrievable health and safety training records are available and up to date.
- 2.8 The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- 2.9 A termly H&S report is provided to Governors.
- 2.10 The school cooperates and participates in the County's H&S monitoring arrangements.
- 2.11 A school's Educational Visits Co-ordinator is appointed and trained accordingly.
- 2.12 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.

- 2.14 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- 2.15.1 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the means of escape.
- 2.15.2 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. Subject Leaders/Bursar**

Subject Leaders in charge of Curriculum Areas and the Bursar in charge of other staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

- 4.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
- 4.2 All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the school's procedure.
- 4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- 4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.
- 4.5 H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report to the Headteacher is provided where necessary.
- 4.6 The H&S training needs of staff are identified and the Headteacher informed accordingly.
- 4.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- 4.8 New transferred and temporary staff receive appropriate H&S induction training.
- 4.9 First aid provision is adequate.
- 4.10 Pupils are given relevant H&S information and instruction.

## **5. Teaching Staff** [Including supply]

Teaching staff are responsible for the H&S of all pupils under their control and in particular must ensure:

- 5.1 Effective and appropriate supervision of the pupils that they are supervising.
- 5.2 That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- 5.3 That they are conversant with the school's H&S policy and any arrangements specific to their own department.
- 5.4 They know the emergency procedures.
- 5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- 5.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.
- 5.7 That they report any defective equipment to the relevant person.
- 5.8 All accidents and incidents are reported and reviewed or investigated.

## **6. Site Supervisors/Caretakers**

The 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 H&S inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. (These may be carried out with others such as governors, H and S Co-ordinator etc)
- 6.4 That persons they supervise only undertake work for which they are competent.
- 6.5 That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.6 That all staff work in accordance with safe working practices issued by the school, the County Council etc.

## **7. Health and Safety Coordinator**

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.

## **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.

## 10. Health and Safety Committee

The school has established an H&S Committee (a sub-committee of the Safeguarding 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 Safeguarding Committee including H&S reports are copied to Governors for termly Governing Body meetings. Membership of the H&S Committee may include:

10.1 Headteacher: Jon Light

10.2 Governor Representative: Anne Middleton

10.3 Health & Safety Co-ordinator: Helen Ross

### 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:

Access Control/Security	Gates unlocked 8.45am when staff are present in all buildings. Gates locked immediately after last pupil collected. During the school day the only access into school is through the front door. Visitors have to buzz the office to be given entry. All visitors are given a visitor's badge so that all pupils and staff can recognise them as such. Pupils are taught what to do if they see someone they don't know on the premises not wearing a badge. Staff are expected to challenge any unknown persons without a visitor's badge seen on the premises.
Accident Reporting, Recording & Investigation	All accidents are recorded (book located in first aid cupboard). Any accidents to staff or pupils needed further treatment are reported using the SCC on-line accident/ Incident reporting system OSHENS. Office Secretary is responsible for submitting the report – JL (Headteacher) to review.
Asbestos	Asbestos Register is held in Bursars office and made available to contractors
Contractors	A pre-works meeting takes place before any major works are carried out in school. Health and safety information and agree safe working arrangements, risk assessments, are exchanged

	and the frequency of liaison meetings are agreed. The Headteacher would normally be responsible for monitoring contractors working methods, but this may be delegated to a governor or the Bursar. Staff should report any H&S concerns to the Headteacher who will if necessary, liaise with SCC or the Diocese.
Curriculum Safety [including out of school learning activity/study support]	Teaching staff undertake suitable (written) risk assessments prior to commencing trips or visits off the school site.
Drugs & Medications	Parents fill out a request form for medicines to be administered. Medicines are stored in first aid cupboard or fridge if required. When medicines are administered it is recorded on the appropriate form which is in the folder entitled "Pupils' Health and the Administration of Medicines" kept in a locked cupboard in the front office.
Electrical Equipment	Careful siting of equipment to avoid trailing leads. Annual PAT testing by electrical contractors on all portable electrical equipment.
Fire Precautions & Procedures (and other emergencies)	The Headteacher is responsible ensuring that the following is undertaken: <ul style="list-style-type: none"> <li>• reviewing fire risk assessment,</li> <li>• frequency and arrangement of drills</li> <li>• procedures to be followed</li> <li>• staff with special responsibilities e.g. fire marshal etc</li> <li>• assembly points, maintenance of fire exits /escape routes</li> <li>• maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, testing of break glass points, etc.</li> </ul>
First Aid	All staff are trained in first aid. Vanessa Major and Marlene Harwood (Rabbit Class) and Fiona McGowan (school office) are also paediatric first aid trained. First aid box is located in the kitchen and the school office secretaries are responsible for checking & restocking.  Summoning of an ambulance where necessary by any responsible adult and arrange for someone to meet and guide the ambulance.  If the school is unable to contact a parent (or an alternative nominated person) a member of staff will accompany a child to hospital.

Glass and glazing	All glass in doors and side panels are safety glass
Hazardous substances	<p>COSHH data sheets will be kept in the Bursar's office.</p> <p>Chemicals and cleaning chemicals are always stored in their own container with the original label and warnings showing clearly on the container.</p>
Health and Safety Advice	The school consults with other schools or SCC for any Health and Safety Advice. SCC produce a regular newsletter providing information on any hot topics.
Housekeeping, cleaning and waste disposal	<p>The school uses a reputable cleaning company who clean the school on a daily basis, including the emptying of bins and cleaning of toilets.</p> <p>There are two external waste bins in the playground.</p> <p>Cleaning is undertaken after the end of the school day minimising the risk of accidents occurring from wet floors.</p>
Handling and Lifting	All staff are made aware of the risks associated with manual handling. Staff are advised to avoid manual handling as much as possible. Manual handling includes lifting, pulling, pushing, moving and carrying. Where there are manual handling tasks to be carried out then a suitable risk assessment is carried out to determine if the risk can be reduced.
Lettings	Lettings are only permitted to other organisations who complete a lettings application which sets out the terms and conditions (SCC standard form). The Bursar meets with the hirer prior to the lettings and provides details of the fire exits, first aid provision, confirms areas/equipment where access is restricted or not permitted
Lone working	Lone working occurs very rarely (the headteacher is present when the caretaker opens up and closes , teachers are very rarely left on their own). In case where lone working does occur, eg Bursar/Headteacher working alone during the holidays, the staff member will confirm the days they are working to the other member of staff. The buildings remain locked apart from the main building where access can only be gained through the front door buzzer entry.
Long Term Evacuation Plan	An emergency plan is in place with details of a buddy establishment and provision should an

	event happen. Telephone numbers for staff and parents are on cascade lists.
Maintenance/Inspection of Equipment	Statutory testing ins undertaken when required and a log kept on file together with the maintenance/inspection documents.
Monitoring the Policy	Annual review at Safeguarding Committee.
Playground Safety	The caretaker inspects the site every morning and communicates any potential hazards to the Headteacher or Bursar. The school regularly assesses the level of playground supervision and staff:pupil ratios.
Reporting Defects	The caretaker reports defects to the Headteacher or Bursar. Staff report defects to the Bursar and where applicable record them in a log book if they are to be dealt with by the caretaker.
Risk Assessments	Risk assessments are undertaken for school trips
Staff consultation/training	Staff are briefed of any Health and Safety Issues/revisions during training sessions (eg on INSET Days.) Health and Safety inspections are undertaken termly by a governor and the checklist is reported back to the Safeguarding Committee
Staff Well-being/Stress	The Headteacher operates an open door policy for all staff. Staff have access to Babcock's Employee Assistance Programme.
Supervision	Pupils are not left unattended at any time in the school buildings. If pupils walk between buildings they must go in pairs. Staff to pupil ratios are agreed in advance of any school trips/outings.
Violence to Staff/School Security	Access to the school between 9am and 2.50pm is only possible through a buzzer entry to the main building. Staff are rarely on their own (eg classes have at least one adult in at all times, main building is occupied by at least two people).
Working at Height	Work at Height beyond the identified expertise and resources school staff is carried out by approved contractors.
Work Experience	Work experience students are given an induction at the school. Students are not given regular unsupervised access to the children.