

Health, Safety and Welfare Policy and Arrangements



This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Committee responsible:	Resources
Date approved:	Summer 2021
Review period:	Annual
Next review date:	Summer 2022
Health and Safety Co-ordinator:	Lenia Greenaway
Health and Safety Governor:	Annette Schmidt

Health, Safety and Welfare Policy & Arrangements for St Peter's C of E Infant School

Purpose of Policy - Rationale

The Governors have a statutory responsibility to comply with the Health and Safety at Work etc Act 1974, Section 3 that states:

(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.

- 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 St. Peter's C of E Infant School:
 - Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors and to act in accordance with the general health and safety (H&S) policy of Surrey County Council (SCC).
 - Require all managers in the school community, to act in accordance with SCC H&S policy and procedures, and require the same of persons that they supervise and take responsibility for.

2. The Governing Body & Headteacher therefore provide this policy and procedures to ensure compliance with all relevant and future H&S legislation, to, so far as is reasonably practicable, ensure:
 - The school/workplace is maintained in a safe condition and is a safe working environment.
 - The school/workplace has established safe systems of work and safe plant and equipment.
 - There is safe and secure access and exit to and from all areas of the school.
 - Articles and substances are stored and used in school in a safe manner.
 - The school provides sufficient instruction and training supervision.

3. In support of the above, the Governing Body & Headteacher will ensure that there are adequate processes in place for all necessary risk assessments to be carried out and communicated to all relevant persons and included in the school's H&S procedures.

Annette Schmidt
Chair of Governors

Lenia Greenaway
Headteacher

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 Peter's C of E Infant 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 (SDP).
Targets may include,
 - Provision of facility for health and safety purposes.
 - Reductions in accidents/incidents.
 - Training, where applicable, for governors/staff, and
 - Revision of policy/procedure as required.
- 1.2. Nominate an H&S Governor as an H&S link between the Governing Body and the wider school community who will, where appropriate, 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's behalf, as well as official advisers from the Southwark Diocesan Board of Education.
- 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 Resources committee at this time. This report should include information on,
 - Progress on any 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 be required 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, whether financial or procedural, is necessary & appropriate in order to affect 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,
 - Appropriate control measures are implemented, and that
 - Assessments are monitored and reviewed as necessary.
- 2.3 There is a management system and regular Health and Safety Executive reviews 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 equipment (e.g. gym equipment).
- 2.6 An adequate needs analysis of H&S training is undertaken for school's staff and sufficient resources are put in place to ensure appropriate training is carried out.
- 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 Local Authority'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 once a term with termly evacuation drills and weekly fire alarm tests.
- 2.15 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the means of escape.
- 2.16 Identifying 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.
- 2.17 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- 2.18 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.
- 2.19 Ensuring that all staff are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.
- 2.20 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. Senior Teacher

The Senior Teacher will take on the above responsibilities in the absence of the Headteacher.

4. Class Teachers

Staff are responsible to the Headteacher for ensuring the application of this policy within the curriculum areas. In particular they 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 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, governors and School Business Manager is provided where necessary.
- 4.6. The H&S training needs of staff are identified and the Headteacher informed accordingly.
- 4.7. Permanent and temporary staff are properly consulted on any matters that may affect their health or safety whilst at work and new and temporary staff receive appropriate H&S induction training.
- 4.8. First aid provision is adequate.
- 4.9. Pupils are given relevant H&S information and instruction.

5. Teaching Staff (Including class teachers, classroom assistants and supply teachers)

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

- 5.1 Effective and appropriate supervision of the pupils that they are supervising.
- 5.2 Where applicable, appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- 5.3 Teaching Staff are conversant with the school's H&S policy and any arrangements specific to their own department.
- 5.4 All staff know the emergency procedures.
- 5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- 5.6 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. All Other 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. All employees must:

- 7.1 Participate in the school's risk assessment process and comply with findings.
- 7.2 Report any defects in the condition of the premises or equipment of which they become aware.
- 7.3 Report all accidents/Incidents in accordance with the school's procedure.
- 7.4 Be familiar with the procedure to be followed in the event of a fire/emergency.
- 7.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- 7.6 To follow all relevant codes of safe working practice and local rules.
- 7.7 To report any unsafe working practices to the Headteacher or relevant classroom teacher.

Part 3: Arrangements and Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within St Peter's C of E Infant School to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

- 1. Accident Reporting, Recording & Investigation**
All accidents are recorded on the school's form and put in the accident file to comply with the Data Protection Act. Should a child be badly injured then this will be reported to Surrey via the on-line reporting system. Accidents are recorded for pupils, staff, visitors and parents.
- 2. Asbestos**
Asbestos register held in office cupboard. This should be made available to all contractors prior to work commencing.
- 3. Contractors**
Contractors for major projects are selected by tender. A pre-contract meeting will be held to discuss Health and Safety and security and to agree safe working practices and monitoring of the contract.

Surrey approved contractors are mainly used for other works. In relation to major works, the contractor will be asked for a copy of their risk assessment prior to commencement of works. Otherwise, a separate risk assessment to be completed as necessary.
- 4. Curriculum Safety** [including out of school learning activity/study support]
An individual risk assessment is completed for all school trips and communicated to all adults involved in a trip. This is recorded on 'Evolve', the SCC Educational Visits website. A signed copy is filed. Risk assessments are received following an activity.
- 5. Drugs & Medications**
The medicine file is kept in the school office. A pupil medication request form should be completed by parents if it is necessary for medicines to be given by staff at school. Staff must sign the form after each dose. Medicines are kept in cupboard or fridge in staff kitchen and are clearly labelled with the name of the child.
- 6. Electrical Equipment** [fixed & portable]
Annual Portable Appliance Testing is completed by a specialist company. Fixed Appliance Testing is completed by a specialist company every five years. A register of electrical equipment is maintained and will be checked on a termly basis.
- 7. Fire Precautions & Procedures (and other emergencies)**
See fire risk assessment.

Fire procedures notice by each call point and fire exits are clearly marked.
- 8. First Aid**

All staff are trained in first aid on a three year rolling programme.

In addition, at least two members of staff have paediatric first aid training and all members of staff have Asthma, Epilepsy and EpiPen training.

The main first aid supplies are kept in maintenance cupboard by the staff toilet area, each class has their own basic first aid bag. Office staff are responsible for checking stocks and re-ordering supplies. Office staff will call for an ambulance if necessary. If a parent is not able to accompany a child to hospital then the Headteacher or Class Teacher will accompany them.

9. Glass & Glazing

All glass in doors and side panels is safety glass.

10. Hazardous Substances

COSHH data sheets and risk assessments are held for all products in a file in the Learning room cupboard. Protective clothing is provided where necessary. All cleaning materials must be stored in locked cupboards away from pupils.

11. Housekeeping, cleaning & waste disposal

Contracted cleaners work to cleaning schedules to ensure that all areas are kept clean. Deep cleaning is carried out during the school holidays. Rubbish is cleared daily and the main bin is emptied by 'Veolia' on a weekly basis. Mixed recycling bins are sited at the front of the school and are emptied weekly. Large items are stored and put in the community skip (provided four times a year by the council). Wet floor signs are put up after floor cleaning. PHS provide a sanitary bin service.

12. Handling & Lifting

Manual handling training has been completed by the majority of teaching assistants. A small trolley is provided for transporting heavy items.

13. Children's Jewellery

Watches can be worn but must be taken off for P.E. Children are discouraged from wearing earrings. Should they be worn, they must be studs and covered with a plaster. No other jewellery is permitted.

14. Lettings/shared use of premises

As set out in the school Lettings Policy.

15. Lone Working

Refer to risk assessment, prepared on an individual basis.

16. Long Term Evacuation Plan

See school emergency plan.

- 17. Maintenance / Inspection of Equipment**
PE equipment is checked annually by Surrey Gym Maintenance. ADT check the fire alarms and emergency lighting every six months. The alarms are tested weekly by the School Business Manager. Fire extinguishers are checked annually by Chubb.
- 18. Monitoring the Policy**
The policy is monitored by the Health and Safety Co-Ordinator and Health and Safety Governor. Accidents are reported to the office and appropriate report forms completed. These reports are monitored and analysed by the Safeguarding Governor who will coordinate and work alongside the Health and Safety Governor if specific trends or concerns arise.
- 19. Personal Protective Equipment (PPE)**
PPE is provided for use of chemicals as detailed on COSHH data sheets/risk assessments.
- 20. Reporting Defects**
Defects are reported to the office staff, who record them in a Maintenance Logbook and arrange for maintenance to be carried out.
- 21. Risk Assessments**
Health and Safety Co-ordinator and Health and Safety Governor are responsible for ensuring general risk assessments are completed. The Headteacher is responsible for communicating risk assessments to staff. Class teachers are responsible for completing risk assessments for school trips.
- 22. Safeguarding**
This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please also see the Child Protection and Safeguarding Policy.
- 23. School Trips/ Off-Site Activities**
The school will adhere to the Surrey Guidelines for Educational Visits and Outdoor Education. The School's Educational Visits Co-ordinator is the Headteacher.
- 24. School Transport**
Local Authority approved companies are used for transport.
- 25. Smoking**
St. Peter's is a non-smoking school and no smoking is permitted on the premises.
- 26. Staff Consultation**
Resources meetings are held termly. Staff can raise any Health and Safety issues with the Health and Safety Co-Coordinator/Governor or with the Headteacher at regular staff meetings.
- 27. Staff Health & Safety Training and Development**
Refer to risk assessments. The Health and Safety Policy is issued to all staff and they are made aware of emergency procedures. Any issues are discussed at regular staff meetings and Resources Meetings. Staff using VDUs will be issued with guidelines.

- 28. Supervision** [including out of school learning activity/study support]
Pupils will not be left unattended during curriculum time. At morning break there will be a minimum of 2 supervisors in the playground and at lunchtimes 3 in the lunch hall/playground.

On school trips the ratio of adults to children will be:

- Under 5 1 adult for 2 children
1 adult for 4 children where there is no significant danger
5-7 1 adult for 6 children with a minimum of 2
1 to 10 where there is no significant danger

- 29. Use of VDUs / Display Screens**
Staff who spend most of their time using VDUs have completed a checklist and have been issued with guidelines for use.
- 30. Vehicles on Site**
No vehicles are allowed on site unless by prior arrangement with the office.
- 31. Violence to Staff / School Security**
Outer doors to be kept locked at all times; all doors are fitted with key fob entry systems. All visitors report to the office and sign in and out. Lone working guidelines have been issued to all staff. External gates are locked during the school day.
- 32. Working at Height**
On-site staff do not use ladders.
- 33. Work Experience**
The school will adhere to Surrey arrangements for work experience. Students who are not in full-time education will require an enhanced DBS check.