

Byfleet Primary School Health, Safety and Welfare Policy

Date Reviewed: February 2020	Status & Review Cycle: Statutory Annual	Next Review Due: February 2021
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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 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.

Health Safety & Welfare Policy & Arrangements for Byfleet Primary School

- 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 Byfleet 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 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 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 & 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 findings to be properly incorporated into the school's H&S procedures.

[Insert signature]

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Martin Lock, Chair of Governors

[Insert date]

Pauline Crowley, Headteacher

[Insert 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 & Headteacher of Byfleet 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 Martin Lock, Chair is 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

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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.
 - Swimming pool.
 - First Aid/medical facility and equipment.
 - Premises staff equipment.
 - Curriculum specific e.g. gymnasias 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,

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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 & 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 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 & 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 & 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,

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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

Byfleet Primary School achieves suitable consultation in school via termly checks and meeting with Bursar, Site Manager and Head and a report is sent to Governors. A formal H&S Committee is unnecessary. The school's strategies to ensure all staff have a real opportunity to discuss the H&S issues affecting them in staff meetings (including Risk Assessment), and to influence as appropriate the school's continuing policy and procedures.

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

New reception area and electronic signing in processes visitors. Visitors sign in re safeguarding. Gates and doors are closed and opened by staff that are trained as to expectations about identity and security. Pedestrian gate is open at drop-off and pick-up but playground gate locked and only opened for 15 mins.

2. Accident Reporting, Recording & Investigation

We access an SCC provided on-line accident/ Incident reporting system called OSHENS. All Accidents are recorded and reported and investigations carried out by H&S team.

3. Asbestos

Mrs E Griffiths is responsible person for Asbestos Survey Record, location of survey, arrangements to ensure contractors and others such as site supervisors etc. have sight of survey prior to starting any work on the premises, instruction to staff not to drill or affix anything to walls without first obtaining approval from Headteacher and checking survey, how staff should report damage to asbestos materials, emergency plan in case of asbestos disturbance.

4. Contractors

All contractors are either from Surrey bank or we select our own for items not covered by the buy-back. Contractors are selected through recommendation and testimonials. Arrangements for the induction of contractors to exchange health and safety information, agree safe working arrangements, risk assessments, frequency of liaison meetings, monitoring contractors working methods, how staff should report concerns and who to, liaising with County Property is managed by Mrs E Griffiths School Business Manager.

5. Curriculum Safety [including out of school learning activity/study support]

Staff are required to complete written risk assessments prior to any outdoor trip using the EVOLVE website. Visiting workshops/activities also require a risk assessment. Safe Practice in PE is in the Induction

pack for teachers and regular updates through staff training is done by PE Co-ordinator plus update and replacement of equipment through Surrey services.

6. Drugs & Medications

Please see Administering of First Aid and Medicine Policy which refers to instructions re administering medicines in school, staff training and recording practices.

7. Electrical Equipment [fixed & portable]

Users report incidents to SBM and Site Manager conducts thorough examination. PAT testing training in place and records of inspection are made. Staff are required to apply for permission to bring personal items to school.

8. Fire Precautions & Procedures (and other emergencies)

Site Manager undertakes Fire Risk assessment training and drills are termly with arrangements reviewed after each drill. Staff have been allocated special responsibilities e.g. fire marshal etc, assembly points backpack etc, phones to call fire brigade etc. Maintenance of fire exits /escape routes, maintenance of fire extinguishers, staff training, testing the fire alarm, testing of break glass points, testing of emergency lighting etc is overseen by SBM and Site Manager on a regular schedule in liaison with provider companies..

9. First Aid

All staff are trained in First Aid on a regular basis. First Aid boxes are in each class and taken out for lunchtime play. The main resources are locked in the office and the welfare officer is responsible for checking & restocking. Either the SLT member or the office staff on duty summon the ambulance, and a SLT member accompanies child to hospital, or an office staff member should there be an absence.

10. Glass & Glazing

All glass in doors, side panels are safety glass, all replacement glass is of safety standard and assessment of premises has been made to establish compliance.

11. Hazardous Substances

These are not used in the Primary Curriculum. Site Manager and cleaners follows rules on selection and use of substances. CLEAPSS Hazards location and risk assessments and staff training in safe use is

in place. Storage arrangements are in force and staff health surveillance ensures safety advice followed.

12. Health and Safety Advice

Head attends regular Health and safety update training and Site Manager and Bursar attend briefings and training is renewed regularly. Fire risk assessments conducted, asbestos and pool inspections.

13. Housekeeping, cleaning & waste disposal

School Business Manager is line manager for Site Manager and consults on daily basis re cleaning company performance and any issues. School is cleaned in the evenings when school is closed to minimise risk re: wet floors etc. Arrangements are in place for rubbish to be collected by Suez and Site Manager ensures all rubbish is disposed of daily. External waste bins are stored behind locked fence. On snow days assessment is made by Site Manager early in the day and grit spreading and sweeping is actioned and site inspected by either Head or SLT member on duty before school opens. Glass and other sharp objects are disposed of by Site Manager only using protective equipment.

14. Handling & Lifting

Site Manager and Lunchtime staff have manual handling training. Identification of all activities involving lifting/handling is made and risk assessments to identify precautions to minimise manual handling tasks with staff offering suggestions for improvement. Separate assessments and training is done for the lifting of pupils.

15. Jewellery

School policy on jewellery is stud earrings only and not to be worn for PE. No other jewellery is allowed.

16. Lettings/shared use of premises

Lettings Policy includes health and safety information and has 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.

17. Lone Working

Safe working practices/rules for staff who work alone, contact arrangements, risk assessment, limiting high risk activities.

18. Long Term Evacuation Plan

School Emergency Plan is in place to temporarily relocate staff and pupils to St Mary's School in the event of not being able to return to the premises after an evacuation e.g. a gas leak, fire etc. Contact numbers are kept offsite, school has its own mobile phone and all medical required items to be put into emergency pack.

19. Maintenance / Inspection of Equipment

Ladders and steps – inspected by caretaker before use.
PE/Gym/External play equipment – inspected annually by Surrey CC Gym maintenance department.
Fire alarm and smoke detection – inspected every three months by Surrey CC.
Emergency lighting – inspected annually by Surrey CC.
Fire extinguishers & fire blankets - inspected annually by Chubb.

20. Monitoring the Policy

The Head, the School Business Manager and the Site Manager work together to carry out workplace inspections and monitor implementation of policy by staff. The monitoring of accident reports/trends, complaints etc is carried out by the Head and the School Business Manager.

21. Personal Protective Equipment (PPE)

PPE is provided free of charge where risk assessment deems it necessary. The selection of equipment which is suitable, arrangements for periodic checking and maintenance of equipment, ensuring proper use and supervision is done by the Site Manager and the School Business Manager.

22. Playground Safety

Risk assessment re pupil/staff ratio, instructions to staff, emergency procedures, maintenance of features and/or play equipment, inspections of grounds is carried out by the Head in liaison with School Business Manager and Site Manager.

23. Reporting Defects

Hazards should be reported to School Business Manager so that interim measures can be taken pending rectification and then SBM arranges remedial works.

24. Risk Assessments

The Head is responsible for ensuring RA's are undertaken, for making arrangements for undertaking special RA's (such as for staff who are

pregnant or who have health problems), arrangements for periodic review of RA's.

25. School Trips/ Off-Site Activities

The school follows the Surrey CC requirements to organise a Risk Assessment on EVOLVE website so that approval is initially from the Head and then from County Council. Risk Assessments to include emergency arrangements, parental authorisation, supervision requirements, first aid provision, name of school's Educational Visits Co-ordinator.

26. Smoking

Smoking is banned on site.

27. Staff Consultation

Termly H&S checks are reported back to staff who then have opportunity to feedback re risk assessments and any concerns they wish to raise in order to make suggestions for health and safety improvements.

28. Staff Health & Safety Training and Development

New staff have H&S advice included in Induction pack, establishing minimum health and safety competencies for certain activities, (e.g. playground, manual handling, work at height, use of VDU's) and certain roles (e.g. Site Manager, PE co-ordinator, Lunchtime supervisor etc)]

29. Staff Well-being / Stress

School subscribes to surrey.helpeap.com which is an assistance programme for employees to help with wellbeing and counselling as well as health issues.

30. Supervision [including out of school learning activity/study support]

School follows pupil/staff guidance re age-related ratios re classroom, playground and trip supervision requirements. If a member of staff has a criminal conviction then school follows guidelines re timing for clearance.

31. Swimming Pool Operating Procedures

Pool Risk Assessment is updated annually re operating procedures including minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions

of hire to outside organisations, first aid provision, training plant operators, reference to NOP and EAP.

32. Use of VDU's / Display Screens

Office staff and teaching staff report defects in workstation and any health concerns to Head. Breaks are taken regularly. Staff are required to complete questionnaire to assess the workstation, seating and time required at VDU.

33. Vehicles on Site

The management of parking of vehicles in the staff car park are in place and there are restrictions on vehicle movement during the school day and segregation of large vehicles from pedestrian areas. Special deliveries are managed either before the school day or after or during holidays to restrict either disruption or risk.

34. Violence to Staff / School Security

To maintain site security all doors are shut except the managed front door. Visitor access is controlled through the reception two-door access and signing in arrangements are followed. Office and teaching staff are at greater risk of injury and special training requirements are in place re visitor behaviour and safer working practices. All staff are required to report all incidents of verbal & physical violence.

35. Working at Height

There are restrictions on staff using steps and ladders and training required for the Site Manager. No staff are allowed to access equipment, and arrangements for inspecting and recording checks on access equipment are in place including restrictions on use by pupils, contractors etc.

36. Work Experience

Arrangements for assessing potential work placements relate to working in class as an assistant only or as a sports coach with our contractor. Arrangements for induction and supervision of students on work placement within own establishment are in place and the contractor supervises their work experience students at all times - the school puts measures in place in case of emergencies etc.