



# Health, Safety and Welfare Policy & Arrangements For Wray Common Primary School

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**

## **Wray Common 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 Wray Common 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, information, training and 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 any significant findings to be properly incorporated into the school's H&S procedures.

*Signature*

*Signature*

**Pam Day, Chair of Governors**

*Date:*

**Lloyd Murphy, 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 & Headteacher of Wray Common 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 a 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. This will be fulfilled at Wray Common Primary School by the Resources Committee.**

#### **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.**

#### **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
  - Assessments 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. gymnasia

2.6 An adequate needs analysis of H&S training is undertaken for school 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
- Swimming pool operation

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 accidents 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 reviewed annually and updated if necessary/or whenever significant changes or building works might affect the means 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. a 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 Manager**

The Site Manager 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 has appointed the School Business Manager as 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 Arranging 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 health and safety 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 Follow all relevant codes of safe working practice and local rules.
- 8.7 Report any unsafe working practices to their Line Manager.

## 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**

Visitors are required to enter the school via the main entrance and sign the visitors book, signing out of the book when they leave. All perimeter doors and gates are locked during the school day so that access to the playground and school building is only possible via the main entrance, which is controlled by a secure entry system. For emergency procedures following a security alert, see the school's Emergency Plan.

**2. Accident Reporting, Recording & Investigation**

Minor accidents are recorded in the Playground Accident books by Office Staff (or by MDSs at lunchtime). More serious accidents are recorded on form B1 510. Serious accidents are reported online, via the Surrey County Council Incident Reporting website (OSHENS) and, if necessary, to the Health & Safety executive. The School Business Manager (SBM) follows up any incidents/accidents to ascertain whether any action needs to be taken to prevent future occurrences.

**3. Asbestos**

The Site Manager (SM) is responsible for the Asbestos Survey Record, which is kept in his filing cabinet. When building works are planned, he ensures that contractors have sight of the survey. Staff have been instructed to report any damage to the Site Manager or SBM. In the event of accidental disturbance of asbestos the area would be sealed off as securely as possible and WYG Group, the Asbestos specialists recommended by SCC, would be called in. A re-inspection survey is carried out annually.

**4. Contractors**

Only Contractors that are on the Surrey County Council approved list, or that are well known or recommended to the school are used. All Contractors used must have appropriate levels of expertise and insurance. The SBM is responsible for agreeing Health & Safety arrangements with contractors, for carrying out appropriate risk assessments and monitoring contractors' working methods.

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

Risk assessments are carried out by the teacher in charge of an activity. The SCC Guidelines for Educational Visits are followed, and Julie Palmer, the Educational Visits Co-ordinator, has had the appropriate training. All staff who teach PE or Swimming have appropriate qualifications.

**6. Drugs & Medications**

See Administration of Medicines Policy.

**7. Electrical Equipment [fixed & portable]**

Electrical items are inspected visually every time they are used and any defects reported to the SBM. Portable appliances are tested regularly as per SCC guidance by the SM, , and fixed wiring tests are carried out every 5 years. – the test certificates being kept in the SBM's office. Staff are made aware that any personal electrical items brought into school have to be PAT tested.

**8. Fire Precautions & Procedures (and other emergencies )**

A Fire Risk Assessment is carried out and reviewed annually or sooner in the event of any changes to the building structure. The SBM and SM have been on the appropriate fire risk assessment training. Fire drills are carried out termly. Fire fighting equipment is tested annually and the Fire

alarm call points and bells are tested weekly by the SM on a rolling programme. The Fire Alarm system and Emergency lighting are both inspected annually.

**9. First Aid**

All office staff and the majority of teaching assistants/midday supervisors receive First Aid training. Retraining takes place after three years. First Aid boxes are kept in the medical area by the office and are kept stocked by office staff. See First Aid and the Administration of Medicines policy.

**10. Glass & Glazing**

All glass in external windows and doors is to the required safety standard.

**11. Hazardous Substances**

No hazardous chemicals are used for the curriculum. Only cleaning products recommended for use in educational establishments are used and caretakers and cleaning staff are trained in their use. Chemicals for the swimming pool are kept securely and used only by the SM who has had the appropriate training.

**12. Health and Safety Advice**

The school buys into the Health & Safety element of the Babcock Four S Service Level Agreement and the SBM uses both its extensive website and staff to obtain advice as necessary.

**13. Housekeeping, cleaning & waste disposal**

The SM is responsible for ensuring that the school is kept clean. The school uses the cleaning contract negotiated and managed by Babcock Four S (see Cleaning Contract specification). Wet floors are mopped immediately by whichever member of staff is on hand and a 'wet floor' sign is displayed until the area dries. Broken glass and other sharp objects are wrapped in newspaper and placed immediately in the waste skip. The SM clears paths of snow and ice and spreads salt and grit when necessary. The waste skips are kept in a compound next to the boiler house and the recycling skips in the corner of the staff car park, chained to the railings.

**14. Handling & Lifting**

The SM is trained in manual handling and does any lifting and moving that other staff cannot handle themselves. The school has a sack barrow which staff can use where appropriate.

**15. Jewellery**

The advice in the Surrey Schools' Health and Safety Manual is followed.

**16. Legionella Risk Assessment/Water Temperature Monitoring**

It is a statutory requirement that a risk assessment is carried out and reviewed regularly based on risk or whenever there is reason to believe that the current risk assessment is no longer suitable or sufficient. Routine water temperature monitoring is carried out on a weekly basis and logged appropriately by the SM.

**17. Lettings/shared use of premises**

Restrictions on use of areas and equipment are set down in the Terms & Conditions for Community School Premises (Form ED110) and in the 'School Rules for Hirers' issued to all hirers. The SM ensures that the premises are in a safe condition for a letting. Where the PTA organises a fundraising event, it is treated as a letting. They are responsible for any risk assessments, licences etc, with evidence being supplied to the school.

**18. Lone Working**

See 'Lone Working' risk assessment. Any staff member working alone to ensure SM is aware and to keep main entrance door shut. SM advised not to carry out high risk activity when working alone and to make someone aware when working on the swimming pool – should have mobile phone with him at all times in case of emergency.

**19. Long Term Evacuation Plan**

See Emergency Plan. There is an arrangement with St Joseph's Catholic Primary School that the school would temporarily relocate there in the event of a prolonged evacuation.

- 20. Maintenance / Inspection of Equipment**  
See Premises Inspections/ Servicing record in SBM's Premises File and Fire record book.
- 21. Monitoring the Policy**  
Governors carry out half-termly inspections of the school premises during which they periodically examine the accident books and health & safety concern forms.
- 22. Personal Protective Equipment (PPE)**  
Caretaking staff are provided with suitable equipment such as gloves, goggles, masks where appropriate.
- 23. Playground Safety**  
The school deploys an appropriate number of staff per day to support children at lunchtime, both in the lunch hall and outside in the playgrounds. Play equipment is inspected annually as part of Surrey Commercial Services PE Buyback which the school buys into. Any recommendations following the inspection are carried out by the SM or SBM.
- 24. Reporting Defects**  
Hazards/H&S concerns are reported to the SM and/or the SBM who will assess the necessary action to be taken in any situation.
- 25. Risk Assessments**  
The SBM carries out risk assessments for approval by appropriate staff and keeps a record of such assessments. RAs are reviewed when necessary.
- 26. School Trips/ Off-Site Activities**  
See Educational Visits policy. Julie Palmer is the school's Educational Visits coordinator.
- 27. School Transport**  
Not applicable at present.
- 28. Smoking**  
No smoking is allowed anywhere on the school site.
- 29. Staff Consultation**  
Responsibility for Health & Safety comes under the remit of the Resources committee which meets termly. Appropriate staff share in the making of policies concerning health & safety and, on a day to day level, are encouraged to bring any suggestions/ concerns to a staff meeting or to the SBM. Any urgent concerns are reported via a H & S Concern Form (kept in staffroom and office) to the SM/SBM.
- 30. Staff Health & Safety Training and Development**  
All new members of staff are supplied with a copy of the SCC Health and Safety policy and leaflet. Induction of all new staff includes relevant H&S training such as fire evacuation, sheltering drill, working at height guidance and how to report an accident or H&S concern.
- 31. Staff Well-being / Stress**  
The school recognises the importance of promoting a healthy Work/Life balance and there are discussions concerning staff well-being at performance management meetings. The school is developing a Health & Well-Being package to promote joint activities/exercise for staff to help counteract feelings of stress and improve health overall. The school also has an Absence Management policy which the school will follow in the event of stress-related absence.
- 32. Supervision [including out of school learning activity/study support]**  
Children are supervised from 8.40 a.m. (or from 7.45am if in Dawn Rangers or pre-school club) and until they leave school at the end of the day at 3.05pm or 3.20pm, by teachers, teaching assistants, midday supervisors, office staff, volunteers (or until 6pm if attending Dusk Rangers session or after school club), all of whom have been appropriately checked by the Disclosure and Barring Service. See Educational Visits policy for ratios for school trips.

**33. Swimming Pool Operating Procedures**

See Normal and Emergency Operating Procedures which were updated in February 2016.

**34. Use of VDU's / Display Screens**

Office staff are required to complete a VDU / display screen self assessment and are encouraged to take appropriate breaks from their work stations. Any defects in workstations or health concerns are raised with the SBM.

**35. Vehicles on Site**

The nature of the site means that vehicles cannot be segregated from pedestrians. The car park is for use of staff only, apart from a few parents who have a disability and are allowed to park, where safe to do so, on the premises when dropping off and collecting children. Parents can drop off their children in the 'D' in the morning, but the entrance gate is closed in the afternoon to prevent entry and make it safer for people leaving the school on foot. Delivery vehicles are encouraged to avoid the drop off and collection times.

**36. Violence to Staff / School Security**

All visitors are directed to report to the school office via the main entrance, which has access control and are then asked to identify themselves and sign in. All exterior doors outside the perimeter fence are kept locked during the day. There is secure fencing to both playgrounds, the gates to which are kept locked during the school day. As part of their induction, staff are informed of the requirement to report any incidents of verbal or physical abuse.

**37. Working at Height**

The SM has had training on use of steps and ladders and the restrictions and recommendations have been passed on to staff via AOB, Midday supervisor training and Extended School Club training since Sept 2014. Suitable kick stools and stepladders are provided in several areas of the school for staff to use when putting up displays, etc.

**38. Work Experience**

The Deputy head is responsible for organising and supervising work experience by students within this establishment, including relevant induction arrangements. Students attend for a pre visit where their attention is drawn to Health & Safety and safeguarding matters. Where appropriate, tutors visit the work experience students for monitoring purposes.