



Health, Safety and Welfare Policy & Arrangements For Stanwell Fields C of E 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.

In Foundation and Voluntary Aided Schools the Governing Body is the employer and must provide a Health and Safety Policy. These schools are welcome to adopt and follow the Surrey County council guidance



Health, Safety & Welfare Policy Arrangements For Stanwell Fields C of E 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 Stanwell Fields 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 finding to be properly incorporated into the school's H&S procedures.

Jacquie Banthorpe,
Chair of Governors

Date: 11th December 2012

Updated: 10/09/14, 10/09/15

Colin Franklyn, **Headteacher**

Date: 11th December 2012

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 Stanwell Fields 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. hall, PE equipment etc.
- 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 (Miss Kimberley Pearce) 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 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. 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 Premises Manager 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 Leaders are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

8. All Employees [including temporary & volunteers]

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

- 8.1 Participate in the school's risk assessment process and comply with findings.
- 8.2 Report any defects in the condition of the premises or equipment of which they become aware.
- 8.3 Report all accidents/Incidents in accordance with the school's procedure.

- 8.4 Be familiar with the procedure to be followed in the event of a fire/emergency.
- 8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- 8.6 To follow all relevant codes of safe working practice and local rules.
- 8.7 To report any unsafe working practices to their Line Manager.

9. Staff Safety Representatives (if applicable)

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

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

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

Names of Trade Union appointed Safety Representatives (if any)

Name	Union	Area Covered
.....
.....
.....

10. Health and Safety Committee

The school has established an H&S Committee which meets termly as part of the Resources Committee. The main purpose of the Committee is to consult with staff on H&S issues, and agree H&S procedure. Minutes of the H&S Committee are copied to Governors for termly Governing Body meetings. Membership of the H&S

Committee may include:

- 10.1 Headteacher: Colin Franklyn
- 10.2 Governor Representative: Sarah Wicks
- 10.3 Health & Safety Co-ordinator: Colin Franklyn
- 10.4 Heads of Department : N/A
- 10.5 Safety Representatives: TBC
- 10.6 Site Supervisor (Premises Manager): Diane Morris
- 10.7 Caterer in Charge: Sylvia Short



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 to the school will be asked to report to school office. A signed record will be held in the office. Identification will be requested and checked and badges issued to visitors. Each building has its emergency procedures displayed around the building and on the reverse of the visitor badges. All buildings are alarmed and registered with a suitable provider who has an up-to-date list of keyholders. All staff are expected to respect Health & Safety issues as an integral part of their employee role. Staff are instructed to challenge any unknown persons on school premises without a visitor badge. If a member of staff does not feel comfortable doing so they must immediately report to a senior member of staff.
- 2. Accident Reporting, Recording & Investigation**

All accidents no matter how minor should be recorded as part of the first aid record and by the person providing first aid. SCC provides an on-line incident reporting system which is used by the School Welfare Officer to report accidents subject to RIDDOR. The Headteacher is responsible for reviewing the reports and ensuring that any necessary action is taken.
- 3. Asbestos**

The Headteacher, Admin Officer and Premises Manager are responsible for the asbestos register which is held in the Junior Office. All contractors will have sight of the register prior to starting any work on the premises. Staff are not permitted to use drills and should report any damage to the building to the Premises Manager using the contact book held in the office.
- 4. Contractors**

Contractors are selected on the basis of best value and most able to provide high quality workmanship. Contractors will meet with the

Premises Manager for induction and to review safe working practices. Risk assessments will be completed as necessary.

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

Risk assessments are the responsibility of the teaching staff and must be completed before the activity commences. Examples of relevant activities include Education trips, local walks, accessing environmental areas on site, out of school learning and any other activities deemed as necessary for the enhancement of the curriculum. Written risk assessments should be submitted to the Headteacher at least 1 week prior to the activity taking place. Teaching staff undertake risk assessments prior to commencing hazardous activities.

School staff follow guidelines as set out in “Safe Practice in Physical Education and School Sport” for PE

6. **Drugs & Medications**

Drugs and medicines are only administered if a parental request form has been completed. All medicines to be administered are held securely and recorded when administered. Training is provided for special requirements .(See First Aid and Administering of Medicines Policy)

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

All staff undertake visual checks before using equipment. The Admin Officer/Premises Manager arranges for all testing. This is completed in line with current Surrey County Council policy or guidelines.

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

The Headteacher in conjunction with the Premises Manager is responsible for fire precautions and procedures including termly fire drills. The office staff act as Fire Marshalls and will be trained accordingly. This includes ensuring that the “grab bag for emergencies” mobile phone, gate keys and registers are taken to the assembly point. The fire alarms will be tested weekly by the Premises Manager using a different fire point each week. Staff training and maintenance of the fire alarm system, extinguishers along with fire procedures is the responsibility of the School Business Manager in conjunction with the Premises Manager. Clear instructions on calling the Fire Brigade are displayed in each office.

9. **First Aid**

LSA's and Office staff are trained to undertake first aid and authorised to call an ambulance if necessary. Training is completed every three years. Portable first aid kits should be taken whenever pupils are away from the school buildings. Staff will be given specialist training as necessary to meet the special medical needs of individual pupils. A

member of staff will accompany any child to hospital in an ambulance. Two members of staff will accompany any child being taken to hospital/walk-in centre by car. All first aid kits will be inspected termly and restocked as required.

10. **Glass & Glazing**
All glass within the buildings complies with safety regulations.
11. **Hazardous Substances**
Any hazardous substances on site will be the responsibility of the Premises Manager and will be stored appropriately. CLEAPPS will be applied to all such materials.
12. **Health and Safety Advice**
The school seeks and obtains competent advice from Babcock 4S and Surrey County Council. Relevant staff are trained as necessary.
13. **Housekeeping, cleaning & waste disposal**
Waste Bins are located as discreetly as possible. High visibility signs are used for wet floors during the day. The Premises Manager is responsible for ensuring safe access during snow and ice.
14. **Handling & Lifting**
The school follows SCC guidelines.
15. **Jewellery**
Jewellery is not permitted in school except for religious reasons and then only with the prior permission of the Headteacher. Earrings are not permitted under any circumstances. Pupils who attend school wearing earrings will not be permitted to take part in PE or games and will be required to remain indoors during playtimes. Staff are not permitted to help pupils remove earrings.
16. **Lettings/shared use of premises**
It is the responsibility of the Admin Officer/Premises Manager to ensure that all persons hiring the buildings are aware of relevant Health & Safety procedures.
17. **Lone Working**
There is a relevant risk assessment to cover lone working.
18. **Long Term Evacuation Plan**
See Emergency Plan
19. **Maintenance / Inspection of Equipment**
Maintenance and ensuring inspections are completed is the responsibility of the Premises Manager.

- 20. Monitoring the Policy**
The Headteacher and Governing Body are responsible for monitoring this policy.
- 21. Personal Protective Equipment (PPE)**
Gloves and aprons are available as required.
- 22. Playground Safety**
Grounds are inspected as part of the termly premises walk. All staff should report any maintenance or safety concerns to the Premises Manager who will take appropriate action. Play equipment is inspected annually and replaced or repaired as necessary. There is a rota of staff on duty at playtimes to ensure adequate supervision in the playgrounds. Midday Supervisors are allocated to certain areas and are easily identifiable (high Visibility tabards). In an emergency Midday Supervisors will escort children to the assembly point and all emergencies will be reported immediately to the Headteacher.
- 23. Reporting Defects**
Any defects should be reported to the Premises Manager who will consult the Admin Officer and action taken as speedily as possible. The Headteacher will be kept informed.
- 24. Risk Assessments**
Risk Assessments will be undertaken by the staff and the Headteacher or in certain circumstances the Personnel Officer.
- 25. School Trips/ Off-Site Activities**
A trip request form must be completed and signed by the Headteacher and Chairman of Governors. A Risk Assessment must be carried out by the designated trip leader. Surrey Guidelines will be followed with regard to the ratios and supervision requirements. Parental permission is required for all trips (local walks are covered by the generic parent consent form. All staff (apart from teachers) are first aid trained and a first aid kit taken on any trips.
- 26. School Transport**
Stanwell Fields School does not offer school transport. However, in exceptional circumstances, staff may be authorised by the Headteacher to take children in their car, providing they are covered by the appropriate insurance (business). Parental permission will be sought and car seats provided by the parent as required.
- 27. Smoking**
No smoking is permitted on the whole school site
- 28. Staff Consultation**
Health & Safety is the responsibility of the Resources Committee. There is a governor's premises inspection each term and staff are encouraged to raise any concerns as part of this.

- 29. Staff Health & Safety Training and Development**
All new staff are briefed on H & S as part of the induction process.
- 30. Staff Well-being / Stress**
School and county arrangements are in place for supporting staff. All staff are able to approach any member of the senior management with any concerns, which will be taken seriously. The school also provides access to the Employee Assistance programme which offers a 24 hour confidential support and assistance service.
- 31. Supervision [including out of school learning activity/study support]**
Whilst in the care of the school pupils will be supervised on an age appropriate basis according to SCC guidelines. Pupils must not be left unattended and any concerns must be reported to the Senior Leadership Team immediately.
- 32. Swimming Pool Operating Procedures**
Not applicable
- 33. Use of VDU's / Display Screens**
The Headteachers responsible for ensuring staff know the health concerns regarding excessive time spent on VDUs. An appropriate risk assessment has been carried out for identified staff and adequate breaks are expected. Free eye testing is available for staff who meets the criteria.
- 34. Vehicles on Site**
Vehicles accessing the site during the school have to request access via the gate intercom system and drivers are advised to park safely without blocking access points. Staff and visitors are able to use the school car park at their own risk.
- 35. Violence to Staff / School Security**
Visitors are required to sign in at either building and to wear identification badges or visitor badges. All staff must report any incidents of verbal or physical violence to the Headteacher. Violent conduct will not be accepted.
- 36. Working at Height**
Staff are expected to follow SCC guidelines.
- 37. Work Experience**
Stanwell Fields School follows SCC guidelines and welcomes work experience students when possible.