

St Mary's C of E Primary School



Health Safety and Welfare Policy

Approved by:

FGB /Premises

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Health Safety and Welfare Policy

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 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 and St Mary's policy is based upon these)

Part 1: Statement of General Policy on Health, Safety and Welfare

1. The Governing Body & Head Teacher of St Mary's CofE 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 & Safety Policy of Surrey County Council.
- Require all managers, in the school community, to act in accordance with School H&S policy and procedures, and require same of persons that they supervise and take responsibility for.

2. The Governing Body & Head Teacher will, provide as necessary, policy, procedures, arrangements and supervision, sufficient 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 & Head Teacher 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.

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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 & Head Teacher of St Mary's CofE Primary School.

1. The Governing Body

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

- 1.1 Include Health and Safety targets in the School Development Plan. Targets may include,
 - Provision of facility for health and safety purposes.
 - Reductions in accidents/incidents.
 - Training for Governors/staff, and
 - revision of policy/procedure
- 1.2 Nominate a Governor (H&S) as an H&S link between the Governing Body and the wider school community, who will stay up to date with school H&S initiatives and inform the Governing Body accordingly.
- 1.3 Be informed and updated of Surrey County Council's H&S Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC behalf.
- 1.4 Ensure that H&S is an agenda item on full Governing Body termly meetings, and receive a termly H&S report from the Head Teacher 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. Head Teacher

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

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- 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 school's staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
- Head Teacher H&S awareness
 - H&S Induction training (all new and temporary staff)
 - Emergency/Fire Training for the whole school community.
 - First Aid (*Emergency Medicine – Register of Trained Staff*)
 - Risk Assessment, including Fire Risk Assessment
 - H&S Coordinator
 - Lifting and Handling
 - Working at heights (Premises Staff)
 - 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 through SCC, Strictly Education and the H&S Governor.
- 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 with Risk Assessments obtained from facilities that are visited.
- 2.12 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.

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- 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 by undertaking a school fire drill. Results will be reviewed at the Governors meeting.
- 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 Head Teacher 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 Head Teacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

3. Deputy Head Teacher

The Deputy Head Teacher will take on the above responsibilities in the absence of the Head Teacher.

4. Line Managers

Managers in charge of Curriculum Areas (i.e. Teaching Staff)/Departments/Staff) are responsible to the Head Teacher 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 Head Teacher, and a report to the Head Teacher is provided where necessary.
- 4.6 The H&S training needs of staff are identified and the Head Teacher 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.

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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 Caretaker is responsible to the Bursar and ultimately to the Head Teacher, 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 and regular 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 Head Teacher in this school is nominated as Health & Safety Coordinator. She is responsible for carrying out H&S functions and maintaining an overview of the H&S organisation & management of the school, and reporting to the Governing Body accordingly. Specific functions of the H&S Coordinator may include:

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- 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 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 Governors 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 Governors 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.

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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/Head Teacher 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 Head Teacher 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.

10. Governors Premises and ICT Committee

The school has established H&S as part of the remit of its Resources Committee (Premises) which meets once a term. The purpose of these meetings is to consult with the Senior Management Team on H&S issues, and agree H&S procedure. Minutes of this Committee are copied to Governors for termly Governing Body meetings. Membership of the Premises Committee may include:

10.1 Head Teacher (who also serves as Health and Safety Co-ordinator)

10.2 Governor Representative

In addition, the following will be in attendance wherever possible

10.4 Chair of Governors

10.5 Deputy Head

10.6 Bursar

Occasionally others may be asked to attend e.g.

10.7 Caretaker

10.8 Year Heads

10.9 Caterer in Charge

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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

All visitors buzz to gain access to the foyer. The office staff enquire of the reason for the visit and if deemed safe to allow further entry into the school, ask visitor to sign in and office staff contact the staff member to escort the visitor. The sign in system produces a label and all visitors should wear a red lanyard. No visitor should enter the site unaccompanied unless they have signed in AND have a valid DBS check with the school or other approved agencies. All entries to the school are access controlled. If an emergency of the type requiring lock down should occur, the warning bell should be pressed (Junior Office) or the whistle sounded (Infant office)

2. Accident Reporting, Recording & Investigation

All serious injuries and accidents are recorded via Surrey County Council's on-line accident/ Incident reporting system;

<https://surreycc-safety.net/scc/login/default.aspx?ClassicSession=clear&CountrySet=true>

The reports are filled in, printed and kept in a locked filing cabinet in the office. The Head Teacher is informed of the incident so that she can carry out any investigation of the circumstances that he/she regards as necessary.

3. Asbestos

The Asbestos Survey Record and Asbestos Management Plan are kept in the School Office. The caretaker and all staff have been made aware of the location of all known Asbestos. They are aware not to drill or affix anything to walls if Asbestos is believed to be present. Contractors are shown and asked to sign the Asbestos register (e.g. in the Pre Contract Meeting) prior to starting any work on the premises. If any staff suspect asbestos has been damaged or disturbed they should report this to the Head Teacher (or their deputy if unavailable) who should follow the procedures listed in the asbestos plan.

4. Contractors

Contractors for building projects are selected, after recommendation from the school's surveyors, MacConvilles Surveying. The induction of contractors, arrangements to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors working methods, how staff should report concerns and who to, are all dealt with in the Pre-Contract meeting, arranged and led by MacConvilles Surveying in liaison with the Southwark Diocesan Board of Education.

Where contractors are appointed by the school for minor works, selection is made wherever possible from lists of approved contractors provided by Surrey County Council, or at least by recommendation from other schools/ reliable sources. Contractors are issued with/ made aware of the school's H&S arrangements and asked to sign a record of the arrangements discussed.

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- 5. Curriculum Safety** [including out of school learning activity/study support]
Teaching staff are required to undertake suitable (written) risk assessments prior to commencing hazardous activities, with due regard to specification of staff qualification requirements to teach certain activities, health and safety publications adopted by the school which staff must be familiar with e.g. the BAALPE document "Safe Practice in Physical Education and School Sport" for PE. The school appoints a School's Educational Visits Co-ordinator, and sends them on suitable training, where needed. All Risk Assessments are reviewed and agreed by the Head Teacher then retained in the school office.
- 6. Drugs & Medications**
Refer to The Administration of Medicines Policy which is reviewed by the Curriculum Committee.
- 7. Electrical Equipment** [fixed & portable]
Portable appliances are PAT tested annually by the caretaker (who has had appropriate training). Records of the test results are kept in the Bursar's office. Any appliance that has not passed the test is immediately de-commissioned and clearly labelled as unsafe to use. All staff are informed that equipment (school owned or personal) must not be used in school without first being PAT tested. Staff should also visually inspect the equipment for wear and tear etc before use. The PAT testing machine is sent off annually for calibration. Fixed Electrical wire testing is carried out on a 5 yearly basis by a registered firm of electricians. Any defects are reported to the Resources Committee (Premises)
- 8. Fire Precautions & Procedures (and other emergencies)**
The Head Teacher is responsible for undertaking & reviewing fire risk assessment, frequency and arrangement of drills, procedures to be followed, staff with special responsibilities e.g. fire marshal etc, assembly points, maintenance of fire exits /escape routes, maintenance of fire extinguishers, staff training and calling the fire service.
Assembly points are detailed in the Staff Handbook so that all staff are aware of them. These are normally at the rear of the building, on the MUGA. However, if the emergency leading to evacuation requires a larger distance from the school buildings for safety reasons (e.g. a gas leak) pupils would be moved to the far end of the field.
In other emergencies Senior Staff would decide on the best methods and places to evacuate to, depending on the circumstances. All senior members of staff, the school office and two emergency bags (located in school office and staff room) have copies of the School Emergency Plan which contains flowcharts and contact numbers for various situations.
The caretaker tests the fire alarm weekly and tests emergency lighting monthly. The fire alarm is checked bi-annually by a registered contractor. Emergency lighting is tested annually by a registered contractor.
- 9. First Aid**
The School Secretary/ Administrators are appointed First Aiders and shall attend the appropriate training and refresher training as required to hold the current First Aid Certificates. The office staff maintain the First Aid supplies for the medical room and are responsible for summoning ambulances when required.
- 10. Glass & Glazing**
All glass in doors, side panels and windows are safety glass, all replacement glass is of safety standard. Visual inspections of glazing are carried out as part of termly H&S inspections.

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11. Hazardous Substances

All cleaning chemicals on site are kept in locked caretaker storage areas. Fuel and treatments for grounds work are kept in a locked garage which is separate to the main building. Chemicals used for the treatment of the swimming pool water are stored in locked storage areas adjacent to the pool area (within the padlocked pool perimeter fencing).

COSSH sheets are kept in the Bursars' office together with details of chemicals purchased.

12. Health and Safety Advice

The school purchases the Health and Safety advisory service supplied by Strictly Education (appointed advisor for Surrey Schools).

See COVID-19 Addendum

13. Housekeeping, cleaning & waste disposal

Rubbish bins are emptied daily and rubbish is not allowed to accumulate (especially paper rubbish).

Storage in corridors is discouraged, in line with the Fire Risk Assessment. School resources are kept in separate resource storage rooms, protected by fire doors on automatic closers. Resource rooms must be kept tidy.

Deliveries are distributed around the school as soon as possible after receipt.

Wet floor cleaning is done whenever possible after the children have left the school to minimise risks of slips. Where floors have to be cleaned during the school day, they are mopped as dry as possible and marked appropriately to warn the school population that the floor is wet.

Poolside Assistants' duties include regular mopping of the floors in changing rooms after swimming lessons.

Any broken glass/ sharp objects are wrapped well prior to disposal directly into the outdoor bins.

Snowfalls are cleared as soon as possible from pathways and adequate salt stores are kept to be used on main pathways for normal winter levels of snowfall.

External waste bins are kept in a gated external bin store.

14. Handling & Lifting

The caretaker has attended training on lifting and handling and is responsible for movement of items around the site. Staff are advised to ask the caretaker to move awkward objects rather than to attempt to do so themselves.

Provision has been made within the school for any disabled pupils who require lifting. If a disabled child requires lifting an appropriate member of staff is sent on a suitable training course.

Sometimes children with behavioural issues have to be restrained. Relevant staff are sent on suitable training courses as necessary.

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15. Jewellery

The school PE policy states that “JEWELLERY MUST NOT BE WORN for any physical activity”. All earrings should be taken out. They must not be covered with tape as this still represents a safety risk. If children are planning to have their ears pierced they should be encouraged to do so at the beginning of school holidays otherwise they will have to be excluded from participating in the PE lesson for approximately 6 weeks (except for observing and commenting on other children’s performance). Other hazardous items, such as friendship bracelets, should also be removed.”

16. Lettings/shared use of premises

The School Lettings Policy is issued to all hirers of the premises. This includes details of exchange of health and safety information and policies, restrictions on use of equipment, restrictions on accessible areas, staffing requirements, first aid provision, telephone provision, fire and emergency arrangements, standard operating procedures, child safeguarding.

The Head Teacher and Caretaker are present at school fetes and other fund raising events and retain the responsibility for ensuring safety on site.

Emergency lighting is available for exit routes from the school including the MUGA where external lighting is provided down the exit path to the Year 5/6 gate

17. Lone Working

A risk assessment has been carried out regarding lone working. The Premises Team are the staff most at risk of accidents during lone working. Risk assessments should be carried out if deemed necessary for any activities that would be particularly hazardous to lone workers. They are advised to carry mobile telephones and have family members who would be aware of the areas they would be working in. Report Lone Worker incidents and near misses on OSHENS.

18. Long Term Evacuation Plan

In the event of an evacuation of the building e.g. a gas leak, fire etc. pupils and staff initially congregate at the designated assembly point appropriate to the risk. In the event of not being able to return to the building for safety reasons the school population would be walked to Oxted (Secondary) School for emergency relocation within their buildings until parents could be contacted. A sign would be erected outside the school to inform parents where the pupils have been taken. If access is safe to collect the files of emergency contact numbers (contained in the Emergency Bags) from the school office or staff room, these would be taken to Oxted School.

19. Maintenance / Inspection of Equipment

Periodic Inspections of equipment are undertaken on a rolling programme (see inspections checklist held by the Bursar). The inspection schedule is maintained by the Bursar and checked termly by the Resources Committee (Premises). This includes, but is not limited to, inspection of Boilers, Water Tanks, Lightning Conductors, Burglar Alarm, Fire Alarm & Extinguishers, Asbestos, Kitchen fans and ducting, Play equipment. Relevant inspections relating to fire safety are also recorded in the fire book.

20. Monitoring the Policy

Workplace inspections are carried out by the Head or Deputy Head Teacher and Resources Committee (Premises). Policy information is passed on to staff by the Head and Deputy at staff meetings, by line managers and in writing via the Staff Handbook (which is maintained by the Bursar).

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- 21. Personal Protective Equipment (PPE)**
PPE is provided free of charge where risk assessment determines to be necessary e.g. hard hats, gloves, visor, goggles.
- 22. Playground Safety**
Playground rules and staff policies are contained in the staff handbook. Termly supervisors meetings are held to ensure staff have opportunity to discuss safety issues. Staff are encouraged to report safety issues to their supervisors when concerns arise.
Play equipment (trim trail) is inspected annually by Surrey County Council Gym Maintenance service.
- 23. Reporting Defects**
Hazards identified in the physical school environment should be reported to the Bursar, who will arrange appropriate remedial action.
- 24. Risk Assessments (RA)**
The Head Teacher is responsible for ensuring RAs are undertaken and for approving (signing) all Risk Assessments. A file containing all RA relating to premises and staff are kept in a file in the school office. A file on the shared drive contains all RAs for trips and visits. The Head Teacher is responsible for periodic reviews of these files. The Bursar assists with the administration.
- 25. School Trips/ Off-Site Activities**
Parental approval forms are issued by the teaching staff for all trips and visits off the school site. The pupil to adult ratios for trips, (advised by Surrey County Council), are adhered to. First Aid boxes, medicines (e.g. inhalers, epinephrine emergency injectors) and emergency contact numbers are taken on the trip by the Teaching Staff. Guidance relating to safeguarding is adhered to for school trips. Where a parent helper assists with a trip who does not have full DBS approval they will be paired with an adult who has a valid DBS check.
- 26. School Transport**
The school does not have a minibus. Staff do occasionally transport children in their cars, but wherever possible they will seek parents to do so instead. Staff are responsible for ensuring that their car is roadworthy (MOT) and suitably insured. Parents give permission on reply slips to allow other parents/staff to transport their children e.g. to football matches. The school takes no responsibility for ensuring that the parents vehicles used to transport pupils are suitably roadworthy and insured. Parents are advised to satisfy themselves on this.
- 27. Smoking**
No smoking is allowed in the school buildings or anywhere on the school site.
- 28. Staff Consultation**
Staff can raise issues of concern and make suggestions for health and safety improvements at any time to any member of the SMT or to their line managers.
- 29. Staff Health & Safety Training and Development**
New staff are briefed about H&S arrangements and issued the Staff Handbook by the Bursar, as part of the Induction Procedure. Minimum health and safety competencies for certain activities, (e.g. use of hazard substances, work at height, use of VDU's) and certain roles (e.g. premises manager, safety co-ordinator, head of department, site supervisor etc)] are identified in the Person Specification and Job Description, which are issued with application forms for the role advertised.

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30. Staff Well-being / Stress

The school buys into the Employee Assist and Occupational Health schemes organised by Surrey County Council.

31. Supervision

The school follows Surrey County Council guidance for supervision ratios on school trips. If a teacher has to leave the class unattended during lesson time (e.g. in an emergency) they will inform another staff member to enable emergency supervision to be put in place.

Two staff are on the playground during the playtimes. They are not allowed to leave the playground when on duty. Children are sent with messages or red SOS cards to the office in an emergency on the playground.

All school staff are required to have a valid enhanced DBS clearance in place.

32. Swimming Pool Operating Procedures

A suitably qualified swimming teacher and a poolside assistant must be present at all times when the children are in the water. In an emergency the poolside assistant would ensure the children get out of the pool and then send a child to get help from the office. Pool rules are clearly displayed on the poolside and the Risk Assessment and procedures are reviewed annually prior to the start of the swimming season. The caretaker assesses the water quality daily (at a minimum) during the swimming season and informs the teacher immediately a problem is detected. If necessary the teacher will cancel lessons. The pool area is surrounded by a fence and the gate is padlocked whenever the pool is not in use.

33. Use of Display Screen Equipment

Staff who make significant use of screens can obtain training via online courses and at least one member of staff should have received this training and be responsible for passing the information on to colleagues. Defects in workstations and health concerns should be reported to the Bursar. Staff who use display screen equipment for sustained periods of time are entitled to eye tests paid for by their employer. Staff in the office do not normally exceed the time spent at a screen without taking a break as they are regularly interrupted!!!

34. Vehicles on Site

Children are not allowed in the staff or visitor car parks. Gates are kept shut at peak times and signs are in place restricting vehicular movement at these times to prevent cars attempting to cross the pavement at those times. Delivery vehicle drivers are asked not to deliver at the start or end of the school day.

35. Violence to Staff / School Security

The entrance foyers are controlled by a double set of doors, both with a door entry system in operation.

36. Working at Height

The premises staff have been trained regarding working at heights. Other staff have been advised not to climb on furniture to reach items. Ladders are not available for staff to use other than premises staff who have been appropriately trained.

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37. Work Experience

Local schools and universities refer their students for work or teaching experience. Each applicant is given an informal interview. Each successful applicant should read and complete the Working with Children in education document in the volunteer pack. A brief Health and Safety Induction should be given regarding fire evacuation etc.

38. School Closure due to Snow

In the event of a heavy snowfall overnight, the caretaker contacts the Head Teacher who assesses whether it is unsafe to open the school based on local road conditions for pupils and the likelihood of teaching staff getting to school (after liaison Oxted School Head Teacher, if possible.) The Head Teacher contacts Surrey County Council to inform them of any closure who list all school closures on their website. If at all possible she will also arrange for a staff member to publish this information on the school's website and inform parents of the closure by text message.

39. Internet Security Policy: covered by school's e-safety policy.

40. School Security: A list of nominated key holders is held in the school safe – usually year leaders and Senior Management Team. Staff intending to work in the school out of hours should inform the caretaker. They should also be aware of the risks of lone working (see point 16).

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COVID ADDENDUM

Following basic principles can help keep students, teachers, and staff safe at school and help stop the spread of Covid-19:

- Sick students, teachers and other staff should not come to school
- Enforce regular hand washing with safe water and soap, alcohol rub/hand sanitizer or chlorine solution and, at a minimum, daily disinfection and cleaning of school surfaces
- Provide water, sanitation and waste management facilities and follow environmental cleaning and decontamination procedures
- Promote social distancing (a term applied to certain actions that are taken to slow down the spread of a highly contagious disease, including limiting large groups of people coming together)
- Know the latest facts, understand basic information about coronavirus disease (COVID-19), including its symptoms, complications, how it is transmitted and how to prevent transmission.
- Stay informed about COVID-19 through reputable sources such as UNICEF, WHO and national health ministry advisories and local authorities
- Be aware of fake information/myths that may circulate by word-of-mouth or online
- Ensure school emergency and contingency plans are in place
- Work with local authority to guarantee schools are not used as shelters, treatment units, etc. (Consider cancelling any community events/meetings that usually take place on school premises, based on risk.)
- Reinforce frequent handwashing and sanitation and procure needed supplies.
- Prepare and maintain handwashing stations with soap and water, and if possible, place alcohol-based hand rub (hand sanitizers) in each classroom, at entrances and exits, and near lunchrooms and toilets.
- Clean and disinfect school buildings, classrooms and especially water and sanitation facilities at least once a day, particularly surfaces that are touched by many people (railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aids etc.)

Implement social distancing practices that may include:

- Staggering the beginning and end of the school day
- Cancelling assemblies, sports games and other events that create crowded conditions
- When possible, create space for children's desks to be at least two metres apart
- Teach and model creating space and avoiding unnecessary touching
- Establish procedures if students or staff become unwell
- Plan ahead with local health authorities, school health staff and update emergency contact lists.
- Ensure a procedure for separating sick students and staff from those who are well – without creating stigma – and a process for informing parents/caregivers, and consulting with health care providers/health authorities wherever possible.
- Students/staff may need to be referred directly to a health facility, depending on the situation/context, or sent home.
- Share procedures with staff, parents and students ahead of time.
- Promote information sharing Coordinate and follow guidelines from the national health and education authorities.
- Share known information with staff, caregivers and students, providing updated information on the disease situation, including prevention and control efforts at school.

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- Reinforce that caregivers should alert the school and health care authorities if someone in their home has been diagnosed with COVID-19 and keep their child at home.
- Utilise parent-teacher committees and other mechanisms to promote information sharing. Also be sure to address children's questions and concerns, including through the development of child-friendly materials such as posters which can be placed on notice boards, in restrooms, and other central locations.
- Adapt school policies where appropriate Develop flexible attendance and sick leave policies that encourage students and staff to stay home when sick or when caring for sick family members.
- Discourage the use of perfect attendance awards and incentives.
- The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.
- Identify critical job functions and positions, and plan for alternative coverage by cross-training staff.
- Plan for possible academic calendar changes, particularly in relation to breaks and exams.
- Monitor school attendance Implement school absenteeism monitoring systems to track student and staff absence and compare against usual absenteeism patterns at the school.
- Alert local health authorities about large increases in student and staff absenteeism due to respiratory illnesses.
- Plan for continuity of learning In the case of absenteeism/sick leave or temporary school closures, support continued access to quality education.

This can include:

- Use of online/e-learning strategies
- Assigning reading and exercises for home study
- Radio, podcast or television broadcasts of academic content
- Assigning teachers to conduct remote daily or weekly follow up with students
- Review/develop accelerated education strategies
- Implement targeted health education Integrate disease prevention and control in daily activities and lessons. Ensure content is age-, gender-, ethnicity-, and disability-responsive and activities are built into existing subjects according to National Curriculum

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