

Approved by the Governing Body on:

Review Date:



HEALTH SAFETY AND WELFARE POLICY & ARRANGEMENTS FOR ONGAR PLACE PRIMARY SCHOOL

Ongar Place Primary School is committed to safeguarding and promoting the welfare of children. The recruitment and appointment of staff, school policies and procedures always consider the safeguarding of children as the first priority.

To comply with the Health and Safety at Work etc Act 1974, Section 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 Ongar Place 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 ONGAR PLACE PRIMARY School:
 - Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors,
 - Act in accordance with the general health H&S policy of Surrey County Council.
 - Require all managers, in the school community, to act in accordance with SCC/School H&S policy and procedures, and require same of persons that they supervise and take responsibility for.

2. The Governing Body & Head teacher 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 al relevant persons, and for the significant finding to be properly incorporated into the school's H&S procedures.

<i>Mary Sharpe, Chair of Governors</i>		<i>Tracy Good, Headteacher</i>

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 Ongar Place 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 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:
- Risk assessments are undertaken for all appropriate areas/activities together with any risks identified as specific to the school.
 - Appropriate control measures are implemented, and that
 - Assessment are monitored and reviewed as necessary.
- 2.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- 2.4 Appropriate staffing levels for safe supervision are in place.
- 2.5 An adequate schedule of inspection & maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
- The fabric of the building.
 - Play equipment.
 - Fire appliances.
 - Boiler/heating systems.
 - Portable electrical appliances.
 - Water systems.
 - Swimming pool.
 - First Aid/medical facility and equipment.
 - Premises staff equipment.
 - Curriculum specific e.g. gymnasias and fume cupboards
- 2.6 An adequate needs analysis of H&S training is undertaken for schools staff, and sufficient resources are put in place to ensure appropriate training is carried out.
- Appropriate training may include:
- Headteacher H&S awareness
 - H&S Induction training (all new and temporary staff)
 - Emergency/Fire Training for the whole school community.
 - First Aid
 - Risk Assessment
 - H&S Coordinator
 - Lifting and Handling
 - Working at heights,
- Further specific H&S training is identified by the training needs analysis and is actioned as 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 by the nominated Health and Safety Governor.
- 2.10 The school cooperates and participates in the County's H&S monitoring arrangements.

- 2.11 A school's Educational Visits Co-ordinator is appointed and trained accordingly.
- 2.12 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.14 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- 2.15 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the 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 The 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:

- 5.1.1 Effective and appropriate supervision of the pupils that they are supervising.
- 5.1.2 That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- 5.3 That they are conversant with the school's H&S policy and any arrangements specific to their own department.
- 5.4 They know the emergency procedures.
- 5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- 5.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.
- 5.7 That they report any defective equipment to the relevant person.
- 5.8 All accidents and incidents are reported and reviewed or investigated.

6. Site Supervisors/Caretakers

The Site Supervisor/Caretaker is responsible to the Headteacher/Bursar, and in particular will ensure:

- 6.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- 6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- 6.3 That periodic H&S inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. (These may be carried out with others such as governors, H and S co-ordinator etc)
- 6.4 That persons they supervise only undertake work for which they are competent.

- 6.5 That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.6 That all staff work in accordance with safe working practices issued by the school, the County Council etc.

7. Health and Safety Co-ordinator

The Headteacher may appoint or nominate a Health & Safety Coordinator to carry out H&S functions and maintain an overview of the H&S organisation & management of the school, and report to the Headteacher accordingly. Specific functions of the H&S Coordinator may include:

- 7.1 Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary.
- 7.2 Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies.
- 7.3 Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- 7.4 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 7.5 Advising the Headteacher and/or County Council of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- 7.6 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- 7.7 Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- 7.8 Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- 7.9 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- 7.10 Ensuring that all Senior Managers (including Heads of Departments) are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

8. All Employees [including temporary & volunteers]

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

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

- 8.1 Participate in the school's risk assessment process and comply with findings.
- 8.2 Report any defects in the condition of the premises or equipment of which they become aware.
- 8.3 Report all accidents/Incidents in accordance with the school's procedure.
- 8.4 Be familiar with the procedure to be followed in the event of a fire/emergency.
- 8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- 8.6 To follow all relevant codes of safe working practice and local rules.
- 8.7 To report any unsafe working practices to their Line Manager.

10. Health and Safety Committee

The school has established a Resources Committee, which meets termly. The terms of reference of the Resources Committee include H&S duties and responsibilities. One of the key purposes 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: Mrs Tracy Good
- 10.2 Governor Representatives: Mr Joe Cheney
- 10.3 Health & Safety Co-ordinator: Mrs Annette Hayward
- 10.4 Site Supervisor Mr Darren Fuller
- 10.5 Caterer in Charge Mrs Karen Sherwood

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. Accident Reporting, Recording & Investigation

The school secretary, reports to the County Council, using the **Wellworker on-line incident and injury reporting system**. This enables the school to record the details for the county to undertake the appropriate investigation. Please refer to our current Accident Information File located in the school office.

2. Asbestos

The Health and Safety Co-ordinator (Annette Hayward) is responsible for Asbestos Survey Record, which is kept in the school file and at County Council Hall. This is to ensure contractors and others such as site supervisors etc. have sight of the survey prior to starting any work on the premises, it includes instructions to staff not to drill or affix anything to walls without first obtaining approval from Headteacher and checking survey, how staff should report damage to asbestos materials an emergency plan in case of asbestos disturbance.

3. Contractors

The school follows the LMS guidelines for the following:

- how contractors are selected, arrangements for the induction of contractors
- the arrangements to exchange health and safety information and agree safe working arrangements
- Ensuring appropriate risk assessments are completed, frequency of liaison meetings
- The Headteacher is responsible for monitoring contractors working methods, how staff should report concerns and who to, and liaising with County Property

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

It is the responsibility of all staff to undertake suitable (written) risk assessments prior to commencing hazardous activities

Staff qualification requirements to teach certain activities please refer to the 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]

5. Drugs & Medications

Please refer to the school policy entitled “Pupils’ Health and Administration of Medicines” which is located in the cupboard in the medical room.

6. Electrical Equipment [fixed & portable]

The business manager is responsible for organising the frequency of visual inspections by users, and through examination by a competent person, who maintains the record of inspection, any limitations on bringing personal items to school. The bursar

also undertakes the examination of fixed installations and how to report defective equipment

7. Fire Precautions & Procedures (and other emergencies)

The Headteacher 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, calling the fire service, testing the fire alarm, testing of break glass points, testing of emergency lighting etc

8. First Aid

The School Secretary (Mrs Carol Edmondson) is our named first Aider. First aid boxes are located in the medical room and our School Secretary is responsible for checking & restocking them.

- The Headteacher is responsible for summoning an ambulance and designating a responsible adult to accompany children to hospital.
- Arranging cover in the event of absence
- The training & retraining of first aiders.

9. Glass & Glazing

The school ensures that all glass in doors, side panels to be safety glass, all replacement glass to be of safety standard, assessment of premises to establish compliance.

10. Hazardous Substances

The School Business Manager is responsible for ensuring the caretaker, cleaning staff and swimming instructor are familiar with the rules on selection and use of substances. The school caretaker is responsible for completing and collating hazard data sheets, CLEAPSS Hazards location and risk assessments.

The School Business Manager is responsible for ensuring the caretaker attends staff training in safe use, selection & use off protective equipment, storage arrangements, staff health surveillance and use of mechanical controls.

11. Health and Safety Advice

Ongar Place School obtains competent health and safety advice, from VT Four S

12. Housekeeping, cleaning & waste disposal

The caretaker is responsible for:

- ensuring premises are kept clean
- minimising the accumulation of rubbish
- arrangements for wet floor cleaning to minimise risks of slips,
- means of disposing of glass and other sharp objects
- arrangements for snow shifting, security and the location of external waste bins

The caretaker is accountable to the school bursar for appraisal and performance management

13. Handling & Lifting

The Headteacher is accountable for the identification of all activities involving lifting/handling, risk assessments to identify precautions to minimise manual handling tasks, staff training in manual handling, providing school guidelines for specific tasks carried out by the caretaker, the use of lifting aids. Separate assessments and training is needed for the lifting of pupils. All staff has responsibility offering suggestions for improvement.

14. Jewellery

The school follows the Surrey County Council guidelines concerning pupils wearing earrings and other jewellery.

Pupils must be able to remove their own earrings before PE sessions or parent/care must remove them before school. This information is published in our school brochure and on the school website. (www.ongar-place.surrey.sch.uk)

15. Lettings/shared use of premises

The Headteacher is responsible for disseminating health and safety information and policies. We have a school lettings policy covering the following:

- Risk assessments
- restrictions on use of equipment
- restrictions on accessible areas
- staffing requirements
- first aid provision
- telephone provision,
- fire and emergency arrangements
- agreeing responsibilities at school fetes and other fund raising events,
- emergency lighting, public entertainment license]

16. Lone Working

Risk assessment in place and prior arrangements have to be agreed with the Headteacher

17. Long Term Evacuation Plan

An Emergency plan is in place. Copies are held off site with the Headteacher, and the Chair of Governors. The plan includes

Details of what procedures are in place to temporarily relocate staff and pupils to a safe place in the event of not being able to return to the premises after an evacuation e.g. a gas leak, fire etc. Details also include the designated place of temporary relocation and, items to take e.g. contact numbers, mobile phone, medical items etc.

18. Maintenance / Inspection of Equipment

Maintenance/inspection of equipment is carried out in accordance with SCC guidance and H&S Law This applies to periodic inspection of all equipment. Eg. extraction systems, PE equipment, fire alarms and smoke detection, emergency lighting, fire extinguishers, panic alarms. type of check required and frequency, who undertakes the checks and what records must be kept.]

19. Monitoring the Policy

Health and safety issues are reported to the Headteacher.

The Resources committee have designated governors with specific responsibilities for Health and Safety. They carry out regular workplace inspections and monitor the following

- implementation of policy by staff
- monitoring accident reports/trends,
- Evacuation procedures
- Health and safety of the site.

20. Reporting Defects

Potential hazards should be reported to the Headteacher so that appropriate interim measures can be taken, pending rectification. The bursar is responsible for arranging remedial works.]

21. Risk Assessments

The Headteacher is responsible for ensuring RA's are undertaken, arrangements for undertaking special RA's (such as for staff who are pregnant or who have health problems), arrangements for periodic review of RA's is undertaken by the bursar.

22. School Trips/ Off-Site Activities

The Headteacher is the designated and trained off site visit coordinator. All visits require approval from the OSC and planning for a visit includes date, time, prior risk assessment, emergency arrangements, parental authorisation, supervision requirements, first aid provision, Residential visits must be approved by Educational Visits Officer Surrey LA

23. School Transport

The Headteacher is the authorised driver, responsible for;

- Transporting pupils to school meetings or events the school provides suitable car seats for transportation of pupils in the Headteacher's car.
- Risk assessments of coach transport is undertaken before all school visits can take place.

24. Smoking

Ongar Place Primary School is a no smoking site.

25. Staff Consultation

H & S monitoring meetings take place termly and are the included in the terms of reference and responsibilities of the Resources Committee. Staff can raise issues of concern and make suggestions for health and safety improvements through the Headteacher and resources committee.

26. Staff Health & Safety Training and Development

New staff is briefed about H&S arrangements and by the Headteacher and receive a staff handbook and induction pack which includes the H&S policy. Minimum health and safety competencies for certain activities, Further information regarding is(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 is found in the H&S manual in the staff room

27. Staff Well-being / Stress

We buy into the SCC Occupational health services which provides support services

for all surrey employees

- 28. Supervision** [including out of school learning activity/study support]
We follow the SCC advice and guidelines and requirements for pupils during curriculum time (e.g. pupils must not be left unattended) and all other times when in care of school e.g. break times, agreed ratios for school trips, requirements for criminal conviction clearance]
- 29. Swimming Pool Operating Procedures**
The Bursar is responsible for ensuring our pool arrangements meet the pool operational standards., which include minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators, reference to NOP and EAP]
- 30. Use of VDU's / Display Screens**
The Headteacher and bursar are responsible for providing advice on maximum time to be spent on VDU without break, arrangements for eyesight testing and assessing the Training requirements for staff who make significant use of VDU's, how to report defects in workstation, how to report health concerns and who to,
- 31. Vehicles on Site**
We have a staff /visitors car parking only during school hours; We operate restriction on vehicle movement at certain times All personnel are expected to dismount from bicycles and scooters before entering the school site. Bicycles racks are available on the site.
- 32. Violence to Staff / School Security**
The caretaker is responsible for the security of the site, which include the following:
- keeping doors shut and gates locked during school hours
 - controlling visitor access
 - Operating the security alarm and regular testing
 - Control of the school premises and swimming pool out of school hours
- The Headteacher is responsible for identifying staff which are at greater risk of injury, special training requirements,. There is a requirement for all staff to report all incidents of verbal & physical violence]
The school secretary is responsible for signing in arrangement
- 33. Working at Height**
The Caretaker has attended training for working at heights. The staff are aware of H&S procedures concerning the use of steps and ladders.
Contractors on site are expected to train and use their own equipment and ladders.
The use of access equipment is restricted for all personnel including pupils.

34. Work Experience

The school secretary is responsible for liaising with the local secondary schools and colleges and arranging potential work placements, arrangements for induction and supervision of students on work placement within own establishment, County arrangements for work experience - Trident]

35. Legionella testing

The caretaker is responsible for carrying out a rolling programme of Legionella testing and recording in line with current legislation and guidance. We use a monthly Legionella record sheet, which are retained in a Legionella file by the caretaker.

36. Trees

Trees on site are inspected annually by Grounds Maintenance at VT Four S at SCC. Any problems are reported by the caretaker and assessed by the Environmental Services team.

Agreed by staff

Approved by governors:

Agreed June 2013

Review date: June 2015

Author: Business Manager

Policy: **Statutory**/Recommended