



Shawfield Primary School

Health and Safety Policy

Written: Jan 2020

Reviewed: June 2021

Next Review: June 2023

Health Safety and Welfare Policy

Shawfield 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 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

Shawfield Primary School

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Part 1:

Statement of General Policy on Health, Safety and Welfare

1. The Governing Body, and Headteacher of Shawfield 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 and Safety policy of Surrey County Council.
 - Require all managers, in the school community, to act in accordance with SCC/School Health and Safety policy and procedures and require same of persons that they supervise and take responsibility for.
2. The Governing Body, and Headteacher will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant Health and Safety 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 and 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 Health and Safety procedures.

*Mick Luck, **Chair of Governors***

[Insert date]

*Stephen Corcoran, **Headteacher***

[Insert date]

Part 2:

Organisation and Responsibilities for Health, Safety and Welfare

The following Health and Safety organisational structure, and roles and responsibilities are approved by the Governing Body and the Headteacher of Shawfield Primary School.

1. The Governing Body

The Governing Body approves the Health and Safety 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 Health and Safety 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 (Health and Safety) Darren Speed as a Health and Safety link between the Governing Body and the wider school community, who will stay up to date with school Health and Safety initiatives and inform the Governing Body accordingly.
- 1.3 Be informed and updated of Surrey County Council's Health and Safety Policy and receive advice and support from relevant Officers of SCC or Advisers acting on SCC behalf.
- 1.4 Ensure that Health and Safety is an agenda item on full Governing Body termly meetings and receive a termly Health and Safety report from the /Headteacher at this time. This report should include information on,
 - Progress of the Health and Safety targets in the SDP.
 - Accident/incident analysis
 - Relevant Health and Safety information received from SCC or its Advisers.
 - Suggestion on future Health and Safety initiatives.
- 1.5 Facilitate any necessary review of the school's Health and Safety policy and procedure as may become apparent via the strategies above.

2. Headteacher

As Senior Manager for the premises, and of all on and off-site school related activities, the Headteacher is responsible for the day-to-day management of Health and Safety. The Headteacher will advise SCC/Governors of any Health and Safety issue where their support or intervention, either via system or finance, is necessary and appropriate in order to affect 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,
 - Appropriate control measures are implemented
 - 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 and 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., gymnasias
- 2.6 An adequate needs analysis of Health and Safety 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:
 - Headteacher Health and Safety awareness
 - Health and Safety Induction training (all new and temporary staff)
 - Emergency/Fire Training for the whole school community.
 - First Aid
 - Risk Assessment
 - Health and Safety Coordinator
 - Lifting and Handling

- Working at heights,

and any further specific Health and Safety 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 Health and Safety advice as required by the management of Health and Safety regulations.
- 2.9 A termly Health and Safety report is provided to Governors.
- 2.10 The school cooperates and participates in the County's Health and Safety monitoring arrangements.
- 2.11 A school's Educational Visits Co-ordinator is appointed and trained accordingly.
- 2.12 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.14 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- 2.15 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the mean of escape.
- 2.16 An appropriate Deputy is suitably instructed to take day to day responsibility for Health and Safety in the absence of the Headteacher.

The Headteacher may delegate functions to other or single members of staff (e.g., a Health and Safety Coordinator) who may be tasked with the Health and Safety 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. Senior Leadership Team (SLT)

Leaders on the Senior Leadership Team are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. In particular SLT Leaders 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 and 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 Health and Safety 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 Health and Safety 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 Health and Safety induction training.
- 4.9 First aid provision is adequate.
- 4.9 Pupils are given relevant Health and Safety information and instruction.

5. Teaching Staff [Including supply]

Teaching staff are responsible for the Health and Safety 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 Health and Safety 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 Headteacher, 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 Health and Safety inspections are carried out at a timescale agreed by 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, Health and Safety Co-ordinator, Premises Assistant, etc.)
- 6.4 Those 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 Health and Safety functions and maintain an overview of the Health and Safety organisation and management of the school, and report to the Headteacher accordingly. Specific functions of the Health and Safety Coordinator may include:

- 7.1 Having an overview of the school's Health and Safety Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary.
- 7.2 Overseeing and supporting the school's Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies.
- 7.3 Carrying out, with the Headteacher 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 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 Phase 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 Health and Safety 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 the Headteacher.

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 Health and Safety inspections, subject to reasonable notice to their line manager.

10. Health & Safety at school is managed through the school's Governing Body

10.1 Headteacher Stephen Corcoran

10.2 Governor Representative Darren Speed

10.3 Health and Safety Co-ordinator Stephen Corcoran

10.4 Deputy Headteacher: Tom Burford

10.5 Senior Leaders: Debora Griffith

10.6 Site Supervisor/Caretaker: Bruce Grieg

10.7 Caterer in Charge: Edwards & Ward

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 must come to the front entrance door where they are buzzed in. The Office Staff will ask visitors to sign in using the 'Inventry' system. This will take a photo of the visitor and print a badge. The Office staff will give visitors a red lanyard, highlighting fire procedures and take them to the required place in school. If the Office Staff is unsure who is at the door, then they are asked to wait in the foyer until their identity can be checked. The Office will be staffed at all times between the hours of 8:20 and 3:30. Procedures for the security alert are set out in the school's Emergency Plan.

2. Accident Reporting, Recording & Investigation

All accidents/dangerous occurrences must be reported to the Headteacher or / and processed in the correct way online at <https://surreycc.oshens.com/login>

Fatal or major injuries must be reported immediately by telephone to Health and Safety Section at Surrey County Council, RIDDOR and to the Chair of Governors.

In the event of a fatal or serious injury, nothing at the site of the accident must be moved, except for helping the injured, until an examination has been carried out.

Safety Representatives must also be informed of injuries and dangerous occurrences.

3. Asbestos

The most recent Asbestos survey carried out by representatives of Surrey County Council and the Asbestos Register is held in the main school office.

Contractors are given full access to this register when doing work in school.

Staff are not allowed to drill into walls/ceilings without first checking the register.

Staff should report to the Headteacher or Health and Safety Co-ordinator any damage to areas where this is asbestos.

Please see emergency plan in case of asbestos disturbance. Staff are made aware of asbestos in the school, through the asbestos management plan.

4. Contractors

Contractors must have £5,000,000 public liability insurance. Site meetings are held before any works commence.

Contractors are selected not only for the lower quote but on previous working knowledge/practices of the Company and sometimes on recommendations. On large projects we employ a project manager who deals with pre-site meetings, risk assessments and liaison.

Smaller works are monitored/liased by the Health and Safety Co-ordinator/Caretaker/Headteacher. Individual contractors are made aware of the lone working risk assessment and site safety.

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

We teach the children about health and safety to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children about Health and Safety within the normal school curriculum. E.g., in the geography curriculum in Key Stage 1 the unit of work 'People who help us' deals with the work of the police and fire service. Through this topic we teach children about the danger of fire and how to avoid accidents. Through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.

We teach children respect for their bodies and how to look after themselves. We discuss these issues with the children in PSHE lessons and we reinforce these points in design technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons. Health and Safety issues also arise when we teach care for the environment and awareness of the danger of litter. Key Stage 2 children receive sex and drugs education.

PE coaches are aware and follow the guidelines set out in the AfPE Safe Practice in Physical Education.

Our Education Visits policy/procedures include a comprehensive range of risk assessments for off site visits. Risk assessments are carried out prior to commencing hazardous activities. This will include the suitability of the persons involved. Individual risk assessments are carried out for children needing additional support.

6. Drugs & Medications

Children with asthma or allergies which require an EpiPen have their photograph displayed in the school office.

Inhalers for asthma are kept in the child's classroom. Epi-pens are kept in a clearly labelled, medical box in the medical cupboard in the school office. Each child's medication is in a clearly labelled box. A note should be made on their record sheet after a dose has been administered. Inhalers, EpiPens, insulin and glucose tablets must be taken with the children when they go out of school on educational visits.

Permission forms for School to administer medication are in the office. All medication must be taken to the office by parents/carers in its original container and be clearly labelled. The folder entitled 'Pupils Health and the Administration of Medicines is kept in the filing cupboard in the main school office. See Policy for Supporting Children with Medical Needs.

The class teacher and Headteacher (Deputy Headteacher) must be consulted before the decision is made to send a child home during the school day

7. Electrical Equipment [fixed & portable]

Fixed wiring inspections are carried out every 5 years in accordance with SCC recommendation (last inspection was August 2017)

Portable appliance testing is carried out yearly by the Caretaker and he holds the records for this. Caretaker to check any electrical equipment brought in by staff before usage.

Any faults must be reported immediately to the Headteacher, or the Premises Assistant and the item put out of use until a repair/assessment can be carried out.

8. Fire Precautions & Procedures (and other emergencies)

Please see school's Emergency Plan risk assessment and fire procedure for the School Fire bells, firefighting equipment and emergency lighting are serviced annually.

9. First Aid

In the first instance, the trained first aiders should be contacted, Beth Winstanley, Hannah Godbolt, Caroline Page, Elaine Hill, Denise Buxton, Jana Liddle, Debbie Green, Sophie Manning and Donna Randall. Emma Lemon and Louise Morrissy are Paediatric First Aid trained. All teaching staff are 'in loco parents' during the time the school is open for the children. A fully stocked First Aid Box is situated in the Medical Room (adjacent to the School Office). There are portable kits in the school office for use during outside school visits and activities on the school field. Named First Aiders are trained every 3 years with a record kept on the single central record. The Office staff are responsible for checking and restocking the boxes. The Office staff would summon an ambulance when necessary and the Headteacher/Deputy Head would accompany the child to hospital if the parents/carers could not be contacted.

If children are ill or injured during lesson time or morning and afternoon breaks, they should go to the school office. At lunchtimes they should go to one of the mid-day supervisors.

If a child is not fit to be moved a responsible child should take the red HELP card to the office.

An adult must stay with the injured child until the office staff arrive.

Children with head injuries should be made known to the senior leadership team and parents/carers will need to be informed. If there are any concerns over the head injury the child should be sent home.

- 10. Glass & Glazing**
All glass in doors and side panels must be safety glass, and all replacement glass must be of safety standard. Health and Safety co-ordinator and caretaker to check this is adhered to.
- 11. Hazardous Substances**
All cleaning materials and equipment are held in locked cupboards away from staff and children.
No new materials or chemical substances are to be brought in to use unless a COSHH Assessment has been carried out and clearance given for use by the Health and Safety Co-ordinator.
- 12. Health and Safety Advice**
School has contracted a cleaning company, through Strictly Education 4S to oversee cleaning throughout the school. Staff attend training in Health and safety awareness. Staff are made are of risk assessments and any additional advice based on good practise guidance or updates to legislation.
- 13. Housekeeping, cleaning & waste disposal**
The school is cleaned daily by the caretaker and outside personnel and all rubbish removed. Appropriate signs are put in place where there are wet floors. Glass and any sharp objects are wrapped securely and are placed directly into the bins outside. During winter months the playground and pathways are cleared of snow and ice with salt to create a safe passage from the gates to the school entrance.
Sharps Bin in the medical room is provided when necessary. The school has two bins for general rubbish at the side of the car park and a recycling bin which is emptied weekly.
- 14. Handling & Lifting**
The caretaker has attended a manual handling course. There are two sack trolleys for staff use and staff must only carry what they are comfortable with.
At present there is no need to lift children. If necessary, training would be given to the relevant staff.
- 15. Jewellery**
Watches (Not smart) and small stud earrings are the only items of jewellery which may be worn at school, and these must be removed during P.E. and swimming lessons. Teachers cannot assist children with the removal of jewellery. If children cannot remove it themselves, it should be taken off at home on the days the child does PE. Any articles removed will be the responsibility of the child.
- 16. Lettings/shared use of premises**
See Annexe G Lettings Policy

- 17. Lone Working**
See Risk Assessment on Lone Working
- 18. Long Term Evacuation Plan**
See the School's Emergency Plan
- 19. Maintenance / Inspection of Equipment**
The school buys back inspections with Strictly Education 4S for: boiler, fire alarm, & appliances, emergency lighting, asbestos, legionnaires testing, P.E. equipment, intruder alarm. These are all tested annually.
- 20. Monitoring the Policy**
The Governing Body are responsible for monitoring this policy. There are termly inspections, minutes of which are brought to the Governing Body. Risk assessments for educational visits are signed off by the EVC Stephen Corcoran before the visit. Risk assessments are completed electronically using EVOLVE and paper copies stored in the School Office.
- 21. Personal Protective Equipment (PPE)**
Goggles for DT and Science – co-ordinator keeps a check on these.
- 22. Playground Safety**
During active break there are two staff on the playground. Should children require first aid the child would be sent into the school office. The caretaker makes regular checks of the playground equipment. The Governor responsible for Health and Safety will inspect the playground and grounds termly.
Surrey County Council Gym Maintenance team will inspect all fixed outside play equipment annually and any recommendations will be implemented.
- 23. Reporting Defects**
Headteacher, Deputy Head, Premises Assistant would arrange remedial works.
- 24. Risk Assessments**
Headteacher or Deputy Head are responsible for signing risk assessments.
- 25. School Trips/ Off-Site Activities**
See Education Visits Policy (EVC)
- 26. School Transport**
Shawfield Primary School does not have a minibus
- 27. Smoking**
Shawfield Primary School is a non-smoking environment

- 28. Staff Consultation**
Health and Safety Tour meetings are held termly. Terms of reference are held in the Governors file in the school office. Staff can raise issues by contacting the governors or the Health and Safety co-ordinator. Staff are advised in advance of health and safety tours and invited to raise any concerns.
- 29. Staff Health & Safety Training and Development**
All staff are issued with the Staff Handbook at the beginning of the school year and new staff on the commencement of their employment.
- 30. Staff Well-being / Stress**
Shawfield Primary School has made arrangements with Employee Advisory Resource (a confidential independent employee service) for all its employees. Staff are encouraged to discuss concerns with their line manager or Headteacher.
- 31. Supervision** [including out of school learning activity/study support]
Pupils must not be left unattended at any time. Non-school staff i.e., parents must not be left in sole charge of pupils. 2 staff each for Junior and Infants at morning break. Adult/Pupil ratio is 1:40. Breakfast/After School Club is 1:8. All staff to have enhanced CRBs. For off-site ratios please see our Education Visits (EVC) Policy.
- 32. Use of VDU's / Display Screens**
Any defects in VDU's/Display screens to be reported to ICT Technician, Brian Hooper, Headteacher or Health and Safety Co-ordinator.
A workstation assessment is completed for all regular computer users and reviewed by the Health and Safety Coordinator.
- 33. Vehicles on Site**
Shawfield Primary School has its own staff car park. There is no parking available to visitors. Children must not walk through the carpark and must use the footpaths situated at the front and side of the building. There is a disabled parking bay.
- 34. Violence to Staff / School Security**
Violent/Aggressive behaviour towards staff is not tolerated at any time. Action will be taken in accordance with SCC guidance in the event of an aggressive incident. If any staff are subjected to any aggression on school premises, they must immediately seek out the Headteacher or Deputy Head. Appropriate steps will be taken by the Headteacher to deal with such situations. If necessary, the Governors and LEA will be informed and involved. Staff are asked to keep written accounts of such episodes.
The playground gates are open between 8.40 – 8.50 and 3.10 – 3.30 for the children to enter/leave site. The pedestrian gate is open until 6.00 pm for collection of children from the After School Club. There is a member of staff

on the playground from 8.40. Entrance for visitors is via the main school door where they have to be buzzed in by the office staff. All visitors must sign in the 'Inventory' system and take an identification badge.

35. Working at Height

The Caretaker has had necessary training for working on steps and ladders. Staff should not climb on tables/chairs they must use the step ladder which is kept in the Resources cupboard. The Caretaker inspects the ladders regularly and reports defects to the Health and Safety Co-Ordinator.

36. Work Experience

The Deputy Head arranges for the induction of students on placement.