



West Byfleet Infant School

Health and Safety Policy 2017

To be reviewed Sept 2018

To comply with the Health and Safety at Work etc Act 1974, Section 3:

This policy statement supplements the general statements of policy issued most recently by the Surrey County Council, and obtainable via SCC website.

- 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 West Byfleet Infant School:

- Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors,
- Act in accordance with the general health H&S policy of Surrey County Council.
- Require all managers, in the school community, to act in accordance with SCC/School H&S policy and procedures, and require same of persons that they supervise and take responsibility for.

2. The Governing Body & Headteacher will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:

- A school/workplace in a safe condition.
- A safe working environment.
- Safe systems of work.
- Safe plant and equipment.
- Safe access and egress to all areas of the school.
- The safety of articles and substances for use at work and in school.
- Sufficient Instruction and Training Supervision

3. In support of the above, the Governing Body & Headteacher will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for the significant finding to be properly incorporated into the school's H&S procedures.

Signed:

Signed:

Angela Woods **Chair of Governors**

Shirley James and *Sarah Smithers*
Co Heads

Date:

Date:

Part 2:

Organisation and Responsibilities for Health, Safety and Welfare

The following H&S organisational structure, and roles and responsibilities are approved by the Governing Body & Headteacher of West Byfleet Infant School.

1. The Governing Body

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

- 1.1 Include Health and safety targets in the School Development Plan. Targets may include,
 - Provision of facility for health and safety purposes.
 - Reductions in accidents/incidents.
 - Training for Governors/staff, and
 - revision of policy/procedure
- 1.2 Nominate a Governor (H&S) as an H&S link between the Governing Body and the wider school community, who will stay up to date with school H&S initiatives and inform the Governing Body accordingly.
- 1.3 Be informed and updated of Surrey County Council's H&S Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC behalf.
- 1.4 Ensure that H&S is an agenda item on full Governing Body termly meetings, and receive a termly H&S report from the Headteacher at this time. This report should include information on,
 - Progress of the H&S targets in the SDP.
 - Accident/incident analysis
 - Relevant H&S information received from SCC or its Advisers.
 - Suggestion on future H&S initiatives.
- 1.5 Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.

2. Headteacher

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

- 2.1 The contents of this policy are brought to the attention of all relevant persons.
- 2.2 A process for risk assessments is applied within the school, and that:
 - All appropriate areas/activities are covered, (as per “core” Risk Assessment schedule attached, together with any risks identified as specific to the school).
 - Appropriate control measures are implemented, and that
 - Assessment are monitored and reviewed as necessary.
- 2.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- 2.4 Appropriate staffing levels for safe supervision are in place.
- 2.5 An adequate schedule of inspection & maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
 - The fabric of the building.
 - Play equipment.
 - Fire appliances.
 - Boiler/heating systems.
 - Portable electrical appliances.
 - Water systems.
 - First Aid/medical facility and equipment.
 - Premises staff equipment.
 - Curriculum specific e.g. 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

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- H&S Coordinator
- Lifting and Handling
- Working at heights,

and any further specific H&S training identified by the training needs analysis as being necessary and appropriate.

- 2.7 Adequate and easily retrievable health and safety training records are available and up to date.
- 2.8 The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- 2.9 A termly H&S report is provided to Governors.
- 2.10 The school cooperates and participates in the County's H&S monitoring arrangements.
- 2.11 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.12 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.13 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- 2.14 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the mean of escape.
- 2.15 An appropriate Deputy is suitably instructed to take day to day responsibility for H&S in the absence of the Headteacher.

The Headteacher may delegate functions to other or single members of staff (e.g. an H&S Coordinator) who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

3. Deputy Headteacher

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

4. Line Managers

Managers in charge of Curriculum Areas/Departments/Staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

- 4.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
- 4.2 All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the school's procedure.
- 4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- 4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.
- 4.5 H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report to the Headteacher is provided where necessary.
- 4.6 The H&S training needs of staff are identified and the Headteacher informed accordingly.
- 4.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- 4.8 New, transferred and temporary staff receive appropriate H&S induction training.
- 4.9 First aid provision is adequate.
- 4.10 Pupils are given relevant H&S information and instruction.

5. Teaching Staff [Including supply]

Teaching staff are responsible for the H&S of all pupils under their control and in particular must ensure:

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

6. Caretakers

The Caretaker is responsible to the Headteacher/Business Manager, and in particular will ensure:

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

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- 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. In West Byfleet Infant School's case this is the Business Manager, Sue Sil. 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

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competent health and safety assistance.

8. All Employees [including temporary & volunteers]

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

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

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

9. Health and Safety Consultation

The school consults with its staff regularly through weekly staff meetings, where it is a standing agenda item. Termly inspections are conducted by the Business Manager and H&S Governor, during the normal school day when pupils are present and ad hoc inspections are conducted by the Head and the Business Manager.

Part 3:

Arrangements and Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Access Control/Security

Visitors are expected to report to the School Office on arrival, sign the Visitor's book and are given a Visitor's badge. The site is protected by a security gate with intercom access, and monitored by CCTV cameras, which are viewed in the School Office. The school emergency procedures are clearly explained in the Emergency Procedure, and the Evacuation Procedure is clearly posted around school and understood by the Staff. There is also a Lockdown Procedure which staff and children fully understand. All outside doors are accessed by a coded keypad and staff are expected to challenge any visitor who does not have a visitor's badge and be constantly aware of safeguarding.

2. Accident Reporting, Recording & Investigation

If there is an accident at school it should be notified immediately to the Business Manager and the Head Teacher. The Business Manager is responsible for reporting accidents under RIDDOR via SCC Incident reporting system, recording them in the accident book and undertaking investigations.

3. Asbestos

Sue Sil, the Business Manager, is responsible for the Asbestos Survey Record, which is kept in her office. The Caretaker and Business Manager are aware of the location of the asbestos and make arrangements to ensure contractors and others have sight of the survey prior to starting any work on the premises that might disturb the asbestos. There is an emergency plan in case of asbestos disturbance.

4. Contractors

Contractors are provided by Surrey County Council Building Maintenance/Property team. Sue Sil, the Business Manager and Khuram Durani, the Caretaker are responsible for liaising with SCC and with the contractors, especially regarding timing of work that is being carried out in communal areas that may affect the safety of the children and staff. If there are any concerns regarding a contractor, this should be reported to the Business Manager immediately, who will then liaise with SCC. All contractors must sign in and out at the school office and are expected to wear a Visitor's badge.

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

Prior to any hazardous activity or off site activity, the teaching staff responsible for the activity must undertake a suitable written risk assessment. These activities are limited to school trips within a reasonably local distance to the school, eg museums, farms, theatres etc and walks into West Byfleet or to swimming at the Marist School. The swimming teacher is from Teach Me Swimming and is ASA qualified and DBS checked.

The School employs Woking Football in the Community to provide PE lessons and after school football. All their teaching staff are DBS checked and familiar with the BAALPE document "Safe Practice in Physical Education and School Sport" for PE.

6. Drugs & Medications

The school does not normally administer medicines to the children. Parents may come into school and administer medicine to their own children. Where there is a special medical care plan for a child this is organised and detailed on a child by child basis and any records are kept by the teacher in charge of that child's care. Medical care plans are displayed in the school office and in the staff room and staff are trained accordingly. The folder entitled Pupils Health and Administration of Medicines is held in the school office.

7. Electrical Equipment [fixed & portable]

The Caretaker is responsible for inspecting electrical equipment and labelling it to confirm it has been inspected and keeping a record of inspection. The staff are expected to report any defective equipment to the Business Manager or Finance and Admin Assistant so that it can either be repaired or taken out of use. Children are not allowed to bring any electrical equipment into school and use of staff personal electrical items are discouraged.

8. Fire Precautions & Procedures (and other emergencies)

The H&S Governor and the Business Manager undertake and review the fire risk assessment and the arrangement of fire and lockdown drills once a term. The Fire Evacuation Procedures are updated regularly and displayed clearly around the school and all staff understand and are trained in the procedures as part of their induction and during practice drills. All fire exits are clearly marked and maintained. The Emergency Procedure details the full procedures to follow in case of an emergency or evacuation, or lockdown situation.

The Head Teacher has the responsibility of being the main fire marshal and will advise staff when it is safe to return to the building etc.

Assembly Points: Infant School Field

Offsite Evacuation Point: Fullbrook School

Maintenance of Fire Extinguishers: Chubb Fire and Security

Testing Fire Alarm: H&S Governor/Bursar/ Chubb Fire and Security

Testing break glass points: Chubb Fire and Security

Testing emergency lighting: Chubb Fire and Security

Testing lockdown alarm: Admiral Security

9. First Aid

All staff are given First Aid Training through the school and the Business Manager is responsible for ensuring this training is up to date. She holds an up to date list of trained first aiders.

The Office Staff are responsible for keeping the office first aid supplies stocked. Hayley Jakubait is responsible for keeping the playground and classroom first aid supplies stocked. Minor injuries are dealt with by the teaching staff/TA's and a first aid sticker is given to show the child has received first aid care or has bumped their head. More serious injuries are sent to the Office for medical attention and where necessary parents are texted or called to advise of the injury. In the case of a head injury a note is always sent home so that parents can keep any eye on the child.

In the event of a medical emergency the Office will summons the ambulance and the parents. In the event that the parent has not arrived at school in time to go in the ambulance with the child, then a nominated member of staff (nominated by a senior member of staff) will go with the child to hospital. Cover for that member of staff will be agreed by the Head or Deputy Head in her absence.

10. Glass & Glazing

Glass and glazing in school has all been provided by a designated Surrey County Council contractor and therefore complies with safety standards and is safety glass. Any work undertaken in this area is assessed by SCC or undertaken by their contractors, eg Kier.

11. Hazardous Substances

Use of hazardous substances is not encouraged within school. Any hazardous cleaning substances are kept locked in the Caretaker's cupboard and only used by the Caretaker in controlled situations.

12. Health and Safety Advice

The School receives competent H&S advice from Babcock 4S and from its H&S Governor who is a qualified Chartered Safety and Health Practitioner (CMIOSH, Dip2OSH).

13. Housekeeping, cleaning & waste disposal

The school employs a team of cleaners on a contract and this is continuously managed to ensure that the school is kept clean. Rubbish is collected by Surrey County Council and is kept in a separate waste area which is fenced off from the children. The School's caretaker manages situations as they arise regarding wet floors, disposal of glass and sharp objects, arrangements during bad weather and snow, gritting etc and manages the disposal of waste and waste bins.

14. Handling & Lifting

Handling and lifting heavy items is not encouraged. The Caretaker has special equipment to help him move/lift heavy items and therefore staff must request his service to prevent them from handling anything that might cause injury.

15. Jewellery

Children should not wear jewellery to school on safety grounds (county policy). Children will not be allowed to take part in PE lessons if they are wearing jewellery, earrings or ear studs of any kind, for the safety of the wearer and others. If for any reasons earrings cannot be removed, the pupil will be given another related role which avoids physical contact.

As newly pierced ears can take up to six weeks before sleepers/studs can be removed, parents must arrange for ear piercing to take place at the beginning of the Summer holidays, as earrings must be removed on PE days when they come to school.

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16. **Lettings/shared use of premises**
Please see Lettings Policy.
17. **Lone Working**
Lone working is not encouraged
18. **Long Term Evacuation Plan**
In the event of a long term evacuation, in the short term we have an agreement with Fullbrook School to use their facilities. However, if there was a longer term requirement to relocate the Head Teacher would liaise with the Governors and Surrey County Council to arrange suitable alternative accommodation. **Please see Emergency Plan.**
19. **Maintenance / Inspection of Equipment**
There will be periodic inspection, examination and testing of the following equipment:
 - Caretaker equipment - Caretaker
 - Electrical items – Caretaker
 - Servery equipment – SCS
 - Boiler room – Caretaker
 - Extraction systems - Caretaker
 - Legionnaire testing air supplies – Caretaker
 - Fire extinguishers – Chubb
 - Fire alarm – Chubb
 - Smoke detectors - Chubb
 - Entry systems – Admiral
 - Lockdown alarm – Admiral
 - Panic alarm – Admiral
20. **Monitoring the Policy**
The policy, workplace inspections, monitoring of accident reports/trends and complaints is monitored by the Business Manager and the Head Teacher, with support from the H&S Governor.
21. **Personal Protective Equipment (PPE)**
There is very little need for Personal Protective Equipment within the Infant School. When it is necessary the Caretaker will ensure it is properly used.
22. **Playground Safety**
A rota is set up for playground safety and the playground is divided into zones to ensure the children's safety. The Caretaker inspects the playground, jungle gym and astro turf each morning to ensure it is clean and safe. Staff are responsible for removing any objects that might cause a problem in the playground. Litter bins are placed in obvious positions and children are encouraged to put all litter in the

bins. The playground is well away from the pavement, at the back of the school and therefore the public have no sight of the children.

23. Reporting Defects

Any defects within school must be reported to either the Caretaker or the Business Manager/Finance and Admin Assistant, or in their absence a senior member of staff. Measures are taken to rectify the defect, and if it can't be rectified immediately then the item must be taken out of action or the area closed off to the children and remedial work arranged. This is usually either resolved by the Caretaker or by him contacting the relevant SCC contractors eg Kier.

24. Risk Assessments

Risk assessments are undertaken by the member of staff arranging the activity. The Head Teacher is ultimately responsible for ensuring that all staff carry this important exercise out prior to undertaking any risky activity.

In the event that a member of staff requires a special risk assessment, this falls to the Business Manager who may contact Occupational Health (SCC Team Prevent), for assistance.

25. School Trips/ Off-Site Activities

Off site trips are very limited at the Infant School. Approval for all trips must be given by the Head Teacher. The staff responsible for the trip must undertake a full risk assessment and planning reconnaissance before taking the children on the trip and ensure that there are emergency arrangements/first aid provision in place, eg lists of children's emergency numbers, allergies, special needs etc. Written parental authorisation must be given in order for a child to go on the trip and the correct ratio of adults to children provided.

26. Smoking

The site is a no smoking site.

27. Staff Consultation

H&S falls under the remit of the School and Community Committee of the Governors, who meet once a term (please refer to their terms of reference). Staff are able to raise issues or concerns and make suggestions for health and safety improvements at weekly staff meetings where H&S is a standing agenda item.

28. Staff Health & Safety Training and Development

As part of their induction, new staff are given a full induction pack which details the H&S policy and arrangements. They are also briefed by the Business Manager and their Line Manager and undertake an Occupational Health Review by Team Prevent from SCC.

29. **Staff Well-being / Stress**
Please see wellbeing and health policy.
30. **Supervision** [including out of school learning activity/study support]
Children are supervised at all times. All members of staff have DBS clearance and any parents coming into help have to have DBS checks made before they are allowed to assist, and these are held on our Single Central Record. If a child goes to the toilet they put their names on a board to say they have left the classroom and then remove it when they return. School trips have a ratio of 1 adult to 8 children.
31. **Use of VDU's / Display Screens**
All staff complete an occupational health report when they join the school which is sent to and analysed by Team Prevent and any training or OH assistance is provided by them. The only staff using VDU's for any length of time are the office staff.
32. **Vehicles on Site**
The school has a small, securely locked car park and staff are allowed to park their cars in the allocated spaces. They are given the code to the security gate so that they can get in and out. The car park is not accessed by the children. Pedestrians are encouraged not to walk across the car park from the Infant to the Junior School but to go around the pavement instead. Large deliveries are controlled by the office staff and the Caretaker. There is a locked security gate with CCTV and intercom with which the office can monitor and control deliveries and vehicle access. Vehicles are not allowed to drive into the playground during playtimes and this is controlled by the Caretaker.
33. **Violence to Staff / School Security**
All staff and visitors access the school via the school reception area. The access into the school is via a security coded keypad door that can only be opened to visitors by the office. All visitors must sign in and out of school and must wear a visitor's badge. All entry points into the school have a keypad and remain locked at all times. There is a sign in reception advising visitors of our code of conduct on behaviour and violence towards staff. The school has a visitor's code of conduct which must be adhered to.
34. **Working at Height**
Working at height is not required by staff at school. Contractors are the only people who work at height with their specialised safety equipment.

35. Work Experience

The school liaises with our local secondary school and colleges regarding work placement students and we comply with the relevant establishment's work placement policy.