



# Cranmere Primary School

## Health Safety & Welfare Policy

**Published:** Summer term 2014

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**Committee Responsible:** Buildings and Premises

**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 Cranmere 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 & 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
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 findings to be properly incorporated into the school's H&S procedures.

*Signed:*

*Signed:*

**Rev Phillip Johnson, Chair of Governors**

**Kathie Daniels, Headteacher**

*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 Cranmere 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 policies/procedures
- 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,
  - Appropriate control measures are implemented
  - Assessments are monitored and reviewed as necessary.
- 2.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which forms 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.

2.6 An adequate needs analysis of H&S training is undertaken for school staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:

- Headteacher H&S awareness;
- H&S Induction training (all new and temporary staff);
- Emergency/Fire Training for the whole school community;
- First Aid;
- Risk Assessment;
- H&S Coordinator;
- Lifting and Handling;
- Working at heights;

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

- 2.7 Adequate and easily retrievable health and safety training records are available and up to date.
- 2.8 The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- 2.9 A termly H&S report is provided to Governors.
- 2.10 The school cooperates and participates in the County's H&S monitoring arrangements.
- 2.11 A school's Educational Visits Co-ordinator 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 bi-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. the School Business Manager) 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 and/or Assistant Headteacher**

The Deputy Headteacher and/or Assistant 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 Newly 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. Caretaker**

The Caretaker is responsible to the Headteacher/SBM, 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&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 Co-ordinator 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 Co-ordinator 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 are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

## **8. All Employees [including temporary & volunteers]**

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

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

- 8.1 Participate in the school's risk assessment process and comply with findings.
- 8.2 Report any defects in the condition of the premises or equipment of which they become aware.
- 8.3 Report all accidents/incidents in accordance with the school's procedure.
- 8.4 Be familiar with the procedure to be followed in the event of a fire/emergency.
- 8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- 8.6 To follow all relevant codes of safe working practice and local rules.
- 8.7 To report any unsafe working practices to their Line Manager.
9. Health and Safety Committee – the school has decided that Health and Safety issues will be considered termly by the 'Buildings and Premises Committee' which will then make a report to the full Governing Body meeting every term.

### **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**

Accidents, other than minor playground bruises and grazes, should be notified to the school office staff in the first instance who will then inform the School Business Manager (SBM) and the Headteacher. These accidents will be recorded in the Accident Book which is kept in the Office. Any required RIDDOR reports will be made by the Headteacher on the SCC online accident reporting system. Any investigation will be carried out by the Headteacher with referral to the Chair of Governors, if necessary.

#### **2. Asbestos**

The SBM will hold any Asbestos Survey Records in the SBM's Office and will ensure that contractors have sight of the survey, as necessary.

#### **3. Contractors**

Contractors are selected with Health and Safety considerations in mind and liability insurance details exchanged. For larger projects, full Health and Safety schedules are exchanged. Liaison meetings with contractors are held on a regular basis. The SBM is responsible for checking that contractors work in accordance with agreed work schedules. The caretaker reports any concerns during school holiday periods to the SBM who will liaise with SCC help desk as appropriate.

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

Teachers are required to provide written risk assessments for all residential and other visits off the school premises, which are submitted to the Headteacher for approval in advance of the visit taking place.

#### **5. Drugs & Medications**

Parents must complete a medication request for all prescribed medicines. A record is kept of the times and dates of administration of these medicines. These records are kept in the 'Administration of Medicines' folder in the School Office. Supplies of consent forms are also in this folder.

#### **6. Electrical Equipment [fixed & portable]**

The fixed electrical installation of the school is inspected under the terms of the Buy Back inspections scheme. A full survey takes place every 5 years.

Portable appliance testing is carried out by the caretaker, on an annual rolling programme. All appliances are tested and accredited once per year and defective equipment repaired or disposed of.

## **7. Fire Precautions & Procedures (and other emergencies)**

- The SBM is responsible for carrying out the fire risk assessment which should be reviewed every 2 years or whenever any building modifications or extensions take place whichever is the sooner.
- A full fire drill takes place once per term, with assembly points on the school field at the rear of the school. The office staff are responsible for ensuring that the registers are taken to the assembly points. Fire action notices are located in all rooms in the school.
- The fire bells are tested weekly by the caretaker and SBM.
- Fire extinguishers and fire alarms serviced and checked every 6 months.
- The caretaker is responsible for testing and charging the emergency lighting.
- Fire evacuation procedures are contained in the Staff handbook

## **8. First Aid**

- Trained and appointed first aiders are Sarah Sawyer and Jane Peters
- First Aid supplies are located in the main office in the First Aid cupboard. Sarah Sawyer and Jane Peters are responsible for checking and restocking as necessary.
- First Aiders make the decision about sending for an ambulance and arrange for the call to be made, together with a call to parents.
- A First Aider will accompany a child to hospital if necessary.
- All staff receive First Aid training on a 3 yearly rotation

## **9. Glass & Glazing**

All glass in doors, is safety glass, all replacement glass is of safety standard,

## **10. Hazardous Substances**

COSHH risk assessment – caretaker uses only approved cleaning materials and cleaners are instructed in their use. These substances are kept in locked cupboards

## **11. Health and Safety Advice**

In drawing up this policy advice has been sought from Ken Holdsworth, H&S adviser at 4S.

## **12. Housekeeping, cleaning & waste disposal**

- School cleaned every day and a deep clean undertaken every summer holidays.
- Hall floor cleaned after lunch by kitchen staff to minimise slipping risk,
- Glass and sharps are disposed of directly to external industrial waste bins
- External bins are located in a locked bin store away from buildings
- Swabs and dressings bin located in main office
- Grit is available on site for snow and ice clearance.

## **13. Handling & Lifting**

The school policy for manual handling is contained in the Staff Handbook under: 'Physical contact and intervention with pupils'

## **14. Jewellery**

No jewellery may be worn by any pupil, with the exception of a watch and small studs for children with pierced ears. These must be removed for PE by the children themselves.

## **15. Lettings/shared use of premises**

Regular lettings (e.g. Clubland, Le Club Francais and PSD Coaching) produce public liability insurance certificates and operate within Health and Safety guidelines. The agreement with Clubland includes a Transfer of Control Agreement which stipulates conditions of accessible areas, use of equipment etc.

## **16. Lone Working**

Staff must not undertake any hazardous activities if they are in the school alone. This would include

working at height to put up displays etc.

**17. Long Term Evacuation Plan**

Contact has been made with Esher High School with a view to nominating it as our Evacuation location in the event of needing to evacuate the school.

**18. Maintenance / Inspection of Equipment**

- Ladders and steps checked regularly by caretaker
- PE equipment checked annually under Service Level Agreement
- Fire alarms and extinguishers checked by an appropriately trained contractor every 6 months

**19. Monitoring the Policy**

The SBM carries out termly premises inspections with the Caretaker. The Headteacher is responsible for ensuring that staff are aware of and comply with the H&S policy

**20. Playground Safety**

- Pupil to staff ratio is 1:60 at playtimes and 1:30 at lunch time,
- Play equipment and Grounds safety are checked on a regular basis by caretaker and then by the SBM and caretaker as part of termly Health and Safety Review. These reviews are reported to the buildings and Premise Committee
- Staff should send for assistance from a First Aider where necessary

**21. Reporting Defects**

Hazards to be reported in first instance to caretaker or SBM who will agree the most effective route to assessing and rectifying

**22. Risk Assessments**

Risk assessments carried out as necessary by the SBM with input from Governors and Senior Management team

**23. School Trips/ Off-Site Activities**

- Teachers planning school trips are required to obtain permission from the Headteacher, who is the Educational Visits Co-ordinator
- Permission is granted only where a pre-visit has been conducted and a risk assessment prepared and submitted
- The Headteacher is responsible for obtaining permission from SCC for residential visits through online application
- Parental authorisation is obtained for administration of medicines and emergency medical treatment and these documents are taken on the trip. Contact details for child's GP and parental emergency contact are also taken
- Surrey guidelines for the ratio of adults to children are adhered to for all off-site visits and are regarded as the minimum requirement.
- First Aid equipment is always taken by the trip leader plus all inhalers, epipens etc prescribed for the children.

**24. School Transport**

No internal transport is operated by the school. All coaches are provided by a small number of reputable companies with seatbelts provided. Pupils travelling in staff or other parents cars are required to provide their own car seats if they are below the minimum height requirement.

**25. Smoking**

No smoking is allowed on the school site

**26. Staff Consultation**

There is no Health and Safety Committee and the Termly H&S report is made to the Buildings and Premises Committee. Staff raises any concerns with the SBM, Caretaker or a member of the SLT



**27. Staff Health & Safety Training and Development**

Staff are notified about Health and safety arrangements through Staff meetings and the Staff Handbook. This includes working at height, use of display monitors (i.e. computer screens) and manual handling

**28. Staff Well-being / Stress**

Staff pastoral care is given by the Line Manager in the first instance with recourse to the school HR consultant where necessary.

**29. Supervision** [including out of school learning activity/study support]

Children at Cranmere are never left unsupervised. The ratio of adult to pupil for school trips is in accordance with SCC guidelines for the different year groups. All volunteer helpers in school or on school trips should be DBS checked

**30. Pregnancy**

The SBM undertakes a pregnancy Risk Assessment with all pregnant members of staff and ensures that any necessary measures are put in place

**31. Use of VDU's / Display Screens**

The workstation assessment form is used to assess the working environment of all staff that need to use a VDU for a significant part of their job. These staff are offered free eye tests

**32. Vehicles on Site**

The only vehicles allowed on the school site are staff cars and delivery vehicles. No area is used for vehicle and pedestrian access jointly.

**33. Violence to Staff / School Security**

All access to the school is by secure keypad or padlocked gate. Visitors are required to sign in and out and wear a badge to show that they are a visitor with the date of the visit. Any visitor not wearing a badge will be challenged by staff. All staff report any incidents of abuse to the Headteacher

**34. Working at Height**

- Staff should use the step ladders provided when they need to work at height to put up displays etc
- The caretaker should only undertake activities which involve working at height up to heights allowed by SCC; all other works should be undertaken by contractors with scaffold towers etc.