



Health Safety and Welfare Policy & Arrangements for Hurst Green Infant School and Nursery and Hurst Green & Holland Children's Centre

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

Approved by the Governing Body: Autumn 2018

Next Review Date: Autumn 2019



Health Safety & Welfare Policy & Arrangements For

**Hurst Green Infant School and Nursery
and
Hurst Green & Holland Children's Centre**

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 and Head Teacher of Hurst Green Infant School and Nursery and Hurst Green & Holland Children's Centre:

- 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 (H&S) policy of Surrey County Council.
- Require all managers, in the school/children's centre community, to act in accordance with SCC/School/CC H&S policy and procedures, and require the same of persons that they supervise and for whom they take responsibility.
- Where 'the school' is referred to in this policy, it refers both to the school and the children's centre.

2. The Governing Body and Head Teacher will provide, as necessary, policy, procedures, arrangements and supervision, sufficient to ensure compliance 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 and Head Teacher will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for the significant findings to be properly incorporated into the school's H&S procedures.

Chris Botten, Chair of Governors

Date: October 2018

Sarah George, Head Teacher

Date: October 2018

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 and Head Teacher of Hurst Green 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 facilities 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), Peter Fawson, as an H&S link between the Governing Body and the wider school community, who will keep 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 Governing Body termly meetings, and receive a termly H&S report from the Head Teacher at this time. This report should include information on,
 - Progress of the H&S targets in the SDP.
 - Accident/incident analysis
 - Relevant H&S information received from SCC or its Advisers.
 - Suggestion on future H&S initiatives.
- 1.5 Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.
- 1.6 Consult with staff on H&S issues, and agree H&S procedure.

2. Head Teacher

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

- 2.1 The contents of this policy are brought to the attention of all relevant persons.
- 2.2 A process for risk assessments is applied within the school, and that:
 - All appropriate areas/activities are covered
 - Appropriate control measures are implemented, and that
 - Assessments 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. sports equipment.
- 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:
 - Head Teacher 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

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- 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 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 Head Teacher.

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

3. In the Absence of the Head Teacher

A designated teacher, nominated to cover for the Head Teacher during an absence, will take on the above responsibilities in the absence of the Head Teacher.

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4. Teaching Staff [Including supply]

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

- 4.1 Effective and appropriate supervision of the pupils that they are supervising.
- 4.2 That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- 4.3 That they are conversant with the school's H&S policy and any arrangements specific to their own department.
- 4.4 They know the emergency procedures.
- 4.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- 4.6 That, where relevant, safety devices are in good condition and are used in accordance with good practice.
- 4.7 That they report any defective equipment to the relevant person.
- 4.8 All accidents and incidents are reported and reviewed or investigated.

5 Senior Midday Supervisor

The Senior Midday Supervisor is responsible to the Head Teacher for ensuring the application of this policy within the individual area that she controls. In particular she will ensure that:

- 5.1 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.
- 5.2 All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the school's procedure.
- 5.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- 5.4 Any equipment/appliance which has been identified as being unsafe is removed from service.
- 5.5 H&S inspections are carried out within their areas of responsibility within a

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timescale agreed with the Head Teacher, and a report to the Head Teacher is provided where necessary.

- 5.6 The H&S training needs of staff are identified and the Head Teacher informed accordingly.
- 5.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- 5.8 New, transferred and temporary staff receive appropriate H&S induction training.
- 5.9 First aid provision is adequate.
- 5.10 Pupils are given relevant H&S information and instruction.

6. Caretaker

The Caretaker is responsible to the Head Teacher/School 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 Head Teacher, 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 all staff work in accordance with safe working practices issued by the school, the County Council etc.

7. Health and Safety Co-ordinator

The Head Teacher nominates the School Business Manager to act as 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 Head Teacher accordingly. Specific functions of the H&S Coordinator include:

- 7.1 Having an overview of the school's H&S Policy and Arrangements, bringing

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amendments to the attention of the Head Teacher where necessary.

- 7.2 Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Head Teacher of any deficiencies.
- 7.3 Carrying out, with the Head Teacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- 7.4 Ensuring that termly evacuation drills and weekly fire alarm tests are carried out.
- 7.5 Advising the Head Teacher 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 Head Teacher 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.

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.

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- 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 H&S Co-ordinator.

9 Children's Centre Manager

The Children's Centre Manager is responsible to the Head Teacher for ensuring the application of this policy within the individual area that she controls. In particular she will ensure that:

- 9.1 The school's risk assessment process is applied within the children's centre and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly
- 9.2 All accidents and incidents occurring within the children's centre are reported, recorded & investigated in accordance with the school's procedure.
- 9.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency and that termly evacuation drills are carried out.
- 9.4 Any equipment/appliance which has been identified as being unsafe is removed from service.
- 9.5 H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Head Teacher, and a report to the Head Teacher is provided where necessary.
- 9.6 The H&S training needs of staff are identified and the Head Teacher informed accordingly.
- 9.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- 9.8 New, transferred and temporary staff and volunteers receive appropriate H&S induction training.
- 9.9 First aid provision is adequate.
- 9.10 Children's Centre users are given relevant H&S information and instruction.

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 Accident Reporting procedure is outlined in the Staff Handbook. Serious Accidents are reported using the SCC provided on-line accident/ Incident reporting system.
- 2. Asbestos**
Asbestos Survey Record, Responsible Person: School Business Manager
Location of survey: - School Business Manager's Office
All contractors are given sight of the Asbestos survey prior to starting any work on the premises
All staff are made aware of the need to obtain approval from the Head Teacher and checking the survey prior to doing anything that might disturb the fabric of the building
Staff should report damage to asbestos materials immediately to the Head Teacher.
See Emergency Plan currently being developed with Surrey LA.
- 3. Contractors**
Contractors are selected according to LA guidance. All contractors are expected to follow Health and Safety best practice.
- 4. Curriculum Safety**
Teaching staff are required to undertake written risk assessments for approval by the Head Teacher prior to commencing hazardous activities, for example taking pupils off-site.
For specific H&S guidelines refer to individual curriculum Policies – Science, Physical Activity including Physical Education, Sun Safety Policy.
- 5. Drugs & Medications**
The school follows the DfE and Surrey Guidelines on the administration of medicines outlined in the folder "Pupils' Health and the Administration of Medicines" located in the School Office.
- 6. Electrical Equipment [fixed & portable]**
Portable Electrical Equipment is inspected annually.

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Fixed Electrical Equipment is inspected every 5 years
All staff are responsible for reporting malfunctioning or electrical unsafe equipment to the H&S Co-ordinator.

7. Fire Precautions & Procedures (and other emergencies)

Sarah George and Sophie Elliott are responsible for undertaking & reviewing fire risk assessment, frequency and arrangement of drills, procedures to be followed, staff training etc.

The Head Teacher and Class Teachers are Fire Wardens

Procedures are outlined in the Fire Safety Policy and Procedures.

See Fire Risk Assessment.

8. First Aid

Designated Emergency First Aiders at Work are:

Sophie Elliott – School Business Manager

Dawn Smith & Heloise Dennehy – School Admin Assistants

Paediatric First Aiders are:

Viv Timothy - Teacher

Abbie Holliman – Teaching Assistant

Dawn Smith & Heloise Dennehy – School Admin Assistants

Helen Acraman – Children’s Centre Manager

Kelly Andrews – Children’s Centre Outreach Worker

Vanessa Lucy – Children’s Centre AIC Receptionist

All other staff are trained in basic first aid.

9. Hazardous Substances

See Risk Assessment

The Caretaker is responsible for ensuring that appropriate procedures are followed in relation to all hazardous substances used for maintenance / cleaning of the school site.

Hazardous substances should not be used for Curriculum purposes.

10. Health and Safety Advice

The school uses Babcock Four S and Surrey County Council to provide detailed health and safety advice.

11. Housekeeping, cleaning & waste disposal

The Caretaker is responsible for ensuring that the premises are kept clean, accumulation of rubbish is minimised, and safe working practices are followed.

12. Handling & Lifting

See Risk Assessment

13. Jewellery

See PE Policy

14. Lettings/shared use of premises

See Lettings Policy

15. Lone Working

See Risk Assessment / Lone Worker Policy

16. Long Term Evacuation Plan

See Emergency Plan (currently being developed with Surrey LA).

17. Maintenance / Inspection of Equipment

Periodic Premises and Inspections are arranged by the School Business Manager according to requirements. The School Business Manager maintains a spreadsheet of these inspections and diarises them as appropriate.

Premises inspections are reviewed by Surrey as part of the Asset Management Planning Review Meeting.

18. Monitoring the Policy

The Governor's Resources Committee monitors the implementation of this policy, monitors accident reports / trends and complaints.

19. Reporting Defects

Hazards should be reported by all members of staff as soon as they are noticed, to either the Head Teacher or School Business Manager and logged in the Caretaker's book in the School Business Manager's office.

20. Risk Assessments

The Head Teacher 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.

21. School Trips/ Off-Site Activities

See Outdoor Education Policy

Educational Visits Co-ordinator – Sarah George

22. Smoking

Smoking is prohibited on the school site at all times.

23. Staff Consultation

The Full Governing Body meets on a termly basis and includes the Head Teacher.

Staff are expected to raise issues of concern and make suggestions for health and safety improvements on an ongoing basis, either to the School Business Manager or the Head Teacher.

24. Staff Health & Safety Training and Development

All new staff are required to familiarise themselves with the Staff Handbook. This Health and Safety Policy together with the Fire Policy

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& Procedures are provided to all new employees as part of the inclusions in their contract pack.

Training for Fire Evacuation procedures is given by Sarah George.

Appropriate First Aid qualifications are renewed as required.

Other training is given as appropriate.

25. Staff Well-being / Stress

The School has arranged access to the Surrey Employee Assistance Programme.

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

Supervision during school time is based on appropriate age-related guidelines.

See also the Outdoor Education Policy (ratios on trips).

All staff are required to have DBS clearance as per LA Guidelines.

27. Use of VDU's / Display Screens

See Risk Assessment

28. Vehicles on Site

See Risk Assessment

29. School Security

Procedures for Visitors are outlined in the Staff Handbook

30. Working at Height

See Risk Assessment

31. Work Experience

An appropriate risk assessment is completed for Work Placements / Work Experience Students (in conjunction with Trident).

All students are given a H&S briefing by the Head Teacher at the start of the placement.