



THORPE CHURCH OF ENGLAND PRIMARY SCHOOL

Faith, Love and Excellence

Health & Safety Policy

Reviewed by Physical Environment Committee

Ratified by Governing Body -

review - Spring 2016

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.

Part 1:

Statement of General Policy on Health, Safety and Welfare

1. The Governing Body & Headteacher of Thorpe CofE Primary School:
 - Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors, in accordance with the general Health & Safety (H&S) policy of Surrey County Council (SCC).
 - Require all Senior Leaders and Teaching Staff, 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.
 - 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 will be carried out and communicated to all relevant persons, and for any significant findings to be properly incorporated into the school's H&S procedures.

Signature

Signature

Eric Peacock, Chair of Governors

Helen Southgate Headteacher

Date

Review

Part 2 Organisation and Responsibilities for Health and Safety within Thorpe C of E Primary School

1 Responsibilities of the Governing Body

The Governing Body will:

- Ensure they are informed about SES (Surrey Education Services) health and safety policy and supporting documents via liaison with the Headteacher and the Education Personnel Service;
- Ensure adequate budgetary provision for health and safety arrangements in accordance with SES policy and the Surrey Scheme of Local Management;
- Ensure they report to the Director of Education any circumstances where they consider compliance with SES health and safety policy cannot be achieved with the resources at their disposal;
- Ensure that the Headteacher is aware and implementing agreed health and safety management procedures;
- Ensure monitoring this policy as defined in paragraph 11
- Ensure this policy under review and issue revisions when necessary.
- Ensure H&S is an agenda item on full Governing Body termly meetings or delegated to PEC (Physical Environment Committee) with overview presented at FGB Meetings.

2 Responsibilities of the Headteacher

As Senior Manager for the school premises, and on & off site school related activities, the Headteacher is responsible for the day to day management of H&S. The Headteacher will:

- Keep up-to-date with SES policy and any other information and training necessary to ensure compliance with this policy;
- Seek advice and assistance from specialists where necessary as defined in the School's Health and Safety Manual, Surrey School & Education Services Directory, SES Bulletins and any other relevant publications;
- Ensure appropriate staffing levels for safe supervision are in place
- Establish organisation and arrangements to achieve the objectives of this policy, including those defined in the School's Health & Safety Manual;
- Delegate specific duties to other or single members of staff (eg H&S Coordinator) who may be tasked with H&S administrative arrangements and for ensuring the responsibilities are complied with. The Headteacher will retain overall responsibility for ensuring these tasks are carried out and applied.
- In liaison with PEC, provide an adequate schedule of inspection & maintenance to ensure the school is in a safe condition and a safe working environment. Inspection & Maintenance will include:-
 - Fabric of the building
 - Play equipment
 - Fire appliances
 - Boiler/heating systems
 - Portable electrical appliances

- Water systems
 - Swimming Pool
 - First Aid/medical equipment (associated facilities)
 - Curriculum specific ie science, gymnasium
- Ensure that all staff have sufficient information, instruction, training and supervision to carry out their duties under this policy
 - Ensure that governors, pupils, parents, visitors, contractors and anybody else affected by school activities are given information necessary to secure their health and safety via written or precise verbal communications as and where appropriate.
 - Ensure that appropriate H&S training is undertaken for school staff and sufficient resources are put in place to ensure training is carried out. Appropriate training may include
 - Headteacher H&S Awareness
 - H&S Induction training (for new and temporary staff)
 - Emergency Fire Training for all within school community
 - First Aid
 - Risk Assessment
 - H&S Coordinator
 - Lifting and Handling
 - Working at Heights
 - Ensure there is a management system for monitoring the effectiveness of health and safety arrangements
 - Report to the Governors, SES and Guildford Diocese any circumstances where compliance with this policy cannot be achieved without action by that organisation.
 - Ensure there is a school's Educational Visits Co-ordinator appointed and trained accordingly.
 - A process for risk assessments is applied within the school (see separate Risk Assessments). Ensuring
 - i) All appropriate areas/activities are covered
 - ii) Appropriate control measures are implemented and that
 - iii) Assessment are monitored and reviewed as necessary.
 - Ensure adequate and easily retrievable health and safety training records are available and up to date. These records are to be kept in the school office.
 - Contractors (including catering, cleaning and grounds staff) and other visitors to the school are appropriately managed and monitored
 - An appropriate deputy is suitably trained to take day to day responsibility for H&S in the absence for the Headteacher.

3 Employee responsibilities (including temporary staff and volunteers)

All staff are accountable to the Headteacher for acting on delegated health and safety instruction. In addition all must:

- Take reasonable care of themselves and others affected by their work;
- Report all hazards to the school office for action.
- Participate in school's risk assessments and comply with the findings.

- Be familiar with the procedures to be followed in the event of a fire/emergency including lockdown.

4. Teaching Staff [Including supply]

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

- Effective and appropriate supervision of the pupils that are in their care.
- That appropriate safety instructions are given to all pupils prior to commencing activities.
- That they are conversant with the school's H&S policy and any arrangements specific to their own working environment.
- They know the emergency procedures.
- Where relevant, that all personal protective equipment is suitable and in good working condition and appropriate for use.
- That they report any defective equipment to the school office.
- All accidents and incidents are reported to the school office for review and investigation.

5. Site Manager (Caretaker)

The Site Manager is responsible to the Headteacher and in particular will ensure:

- The removal from service any item of furniture, apparatus or equipment which has been identified as unsafe.
- That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- 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 inspections can be delegated to others such as PEC governors, H and S Co-ordinator etc)
- That persons they supervise only undertake work for which they are competent.
- 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.
- That all staff they supervise work in accordance with safe working practices issued by the school, the County Council etc.

6 Information on H&S Policies from Surrey Education Services

Detailed information on how to comply with Surrey Education Services health and safety policy is given in the School's Health and Safety Manual which is available for reference in the school office. This information may be freely reproduced and distributed to those needing it but care must be taken to pass on any subsequent amendments. Any changes to the original document will be notified via the school administration officer. If in doubt, refer to the originals. These policies can be located on www.surreycountycouncil/schools/healthandsafety

7 Risk assessments

Risks affecting all schools have been assessed by Surrey Education Services and arrangements to control them are recorded in the School's Health and Safety Manual.

Risks specific to Thorpe C of E Primary School will be assessed by appropriate school staff. Significant findings and control arrangements for risks assessed by the school are recorded in the Risk Assessment Manual which is held in the school office.

8 Training

All employees will be given:

- induction training in the requirements of this policy;
- update training in response to significant change;
- training in specific skills needed to execute this policy refresher training where monitoring establishes the need;
- All pupils will be given training in fire, accident and emergency procedures.
- Training records are kept in the school office.

9 Staff Safety Representation and Consultation

Arrangements for consultation and facilities for recognised trade unions will be dealt with through the school office.

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:

- To investigate potential hazards and to examine the causes of accidents in the workplace.
- To investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work.
- To make representations to the Headteacher on matters affecting the health, safety and welfare of employees.
- * To carry out workplace H&S inspections, subject to reasonable notice to the Headteacher
- * To attend safety committee meetings.

A safety representative is not obliged to carry out any or all of the above functions, and has no legal responsibility other than that which applies to all employees.

10 Monitoring

The Governing Body will monitor the effectiveness of the implementation of this policy through:

- At FGB a specific agenda item should include a Health and Safety report from the PEC
- reports from the Headteacher, staff, Inspectors, Consultants and other authorised specialists;
- Information gained via routine visits and communication with the Headteacher, staff, pupils, parents etc.

11 Review

The Governing Body will review and revise this policy at least once every 3 years, taking account of:

- advice from the Headteacher:
- inadequacies revealed by monitoring;
- Recommendations by the PEC
- changes in acceptable standards communicated by Surrey Education Services or other authorised agencies;
- Other internal or external changes.

Any revisions will be notified to all affected by the school office

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 asked to report to the school office. A signed record of all visitors is held. Identification will be requested and checked and badges issued to visitors. Emergency procedures displayed around the building. All staff are expected to respect Health and Safety issues as an integral part of their employee role. Specifically to challenge any unknown persons on school premises without a visitors badge. If a member of staff does not feel comfortable doing so they must immediately report the situation to the senior member of staff. Visitors will be escorted when in contact with children unless school DBS check completed.

2. Accident Reporting, Recording & Investigation

Minor accidents will be recorded by the person providing first aid in the Accident book held in the staff room. Parents will be informed via letter in bookbag or telephone call depending on nature of accident. All serious incidents are to be reported immediately to the school office and an OSHENS report is raised online.

3. Asbestos

The Asbestos Survey Record is available in the school office. All contractors must have sight of the record prior to starting any work on the premises. Contractors must sign to state record has been read. Staff are not permitted to drill and should report any damage to the school office. See school Risk Assessment

4. Contractors

Contractors are selected on the basis of best value and most able to provide high quality workmanship. Contractors will meet with the delegated employee for induction and to review safe working practices. Risk assessments will be completed as necessary. All Contractors to be escorted/managed when on premises during school hours.

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

Risk assessments are the responsibility of the teaching staff and must be completed before the activity commences. Examples of relevant activities include educational trips, local walks, any out of school learning and any other activities deemed as necessary for the enhancement of the curriculum. Written Risk Assessments should be submitted to a member of the Senior Leadership Team at least 1 week prior to the visit. A signed copy will be kept in the school office. Reference to be made to the SCC Health and Safety Policy Section F Ed2 Guidance notes -Educational Visits and Outdoor Activities for full procedure and guidance

6. Drugs & Medications

Parental requests for medicines to be administered, special staff training requirement, storage arrangements, recording medication given, are all located in the Pupils' Health and the Administration of Medicines folder held in the school office. See school Risk Assessment.

7. Electrical Equipment [fixed & portable]

The Site Manager is responsible for arranging the testing. This will be completed in line with current Surrey policy.

All faults will be reported and dealt with swiftly by the Site Manager.

Any items beyond repair will be taken out of use. See school Risk Assessment.

8 Emergency Action Plan.

In the event of a declared emergency by the Headteacher, or acting Senior Leadership Team, then the agreed emergency plan including the need for evacuation will be implemented. The SLT will be fully aware and able to enact the plan without reference. See school separate School Emergency Action Plan.

9. Fire Precautions & Procedures (and other emergencies)

The office staff will act as Fire Marshalls and will be trained accordingly. Drills will take place termly, under the instruction of a member of the Senior Leadership Team. The fire alarms will be tested weekly by the Site Manager. The assembly point is the playground. Staff training and maintenance of the fire alarm system and extinguishers along with the Fire Procedures is the responsibility of the School Office Manager. Clear instructions for calling the Fire Brigade are displayed in each office.

10. First Aid

All staff are to be first aid trained and have responsibility to act accordingly.

Portable first aid kits should be taken whenever pupils are away from the school buildings.

Staff will be given specialised training as necessary to meet the medical needs of the pupils. All first aid kits will be inspected termly and restocked as required. Refer to SCC Health and Safety Policy Guidance Notes Section G Ed1 Guidance Notes - First Aid in Schools

11. Glass & Glazing

Glass within the buildings needs to comply with safety regulations.

11. Hazardous Substances

Any Hazardous substances on site will be the responsibility of the Site Manager and will be stored and logged appropriately. See school risk Assessment.

12 Hot drinks

Any hot liquid including drinks must be carried in an appropriate secured container. Hot beverages can scold children and should be consumed away from an area where there is risk of spillage coming into contact with children ie not in playground or in classrooms during lessons. Liquids must not be carried in the location of moving children without a safety escort.

13. Health and Safety Advice

The school seeks and obtains competent advice from Babcock 4S and Surrey County Council.

Refer to Surrey County Health and safety in Schools for guidance
www.surreycountycouncil.co.uk/education

- [Section AA Guidance note - About the schools health and safety manual](#)
- [Section A Ed1 Guidance note - About the health and safety policy for schools](#)
- [Section A Ed1 Appendix 2 - Arrangements for VA and Foundation schools](#)
- [Section A Ed2 Guidance note - Local School health and safety policy](#)
- [Section B Ed1 Guidance note - Risk assessment in schools](#)
- [Section B Ed1 Appendix 1 - Manual Handling assessment](#)
- [Section C Ed1 Guidance note - safe storage in schools](#)
- [Section C Ed1 Guidance note pedestrian and vehicle segregation](#)

- [Section D Ed1 Guidance note - Audio visual equipment](#)
- [Section D Ed3 Guidance note - Design and technology equipment](#)
- [Section F Ed2 Guidance note - Educational visits and outdoor activities](#)
- [Section F Ed3 Guidance note - Physical education](#)
- [Section F Ed3 Appendix 1 - Outdoor play and learning opportunities](#)
- [Section F Ed3 Appendix 2 - Outdoor activities in hot weather](#)
- [Section F Ed3 Appendix 3 - Sport in school supervision](#)
- [Section F Ed4 Guidance note - Safety in science](#)
- [Section G Ed1 Guidance Note - First aid in schools](#)

14. Housekeeping, cleaning & waste disposal

High visibility signs are used for wet floors during the day.
The Site Manager is responsible for ensuring safe access during snow and ice.

15. Handling & Lifting

The school follows all SCC guidelines and reference is made in the staff handbook as part of induction. See school Risk Assessment.

16. Jewellery

Jewellery is not permitted for P.E. or swimming. Only stud earrings, which a pupil can remove themselves when necessary. A watch are allowed is permitted but are discouraged.

17. Lettings/shared use of premises

See Letting Policy.

It is the responsibility of the Headteacher or delegated employee to ensure that all persons hiring (whether for fee or free of charge) the building are aware of relevant Health and Safety Procedures. Individual risk assessments for large events and those involving children are held within school risk assessment folder.

18. Lone Working

There is a relevant Risk Assessment to cover Lone Working

19. Long Term Evacuation Plan

See Emergency Plan.

20. Maintenance / Inspection of Equipment

DHP are responsible for maintenance and inspection of equipment. All faults to be reported to DHP via School Office.

21. Personal Protective Equipment (PPE)

Gloves are available as required from the school office

22. Playground Safety

Grounds are inspected as part of the termly premises walk. All staff should report any maintenance or safety concerns to the Site Manager, who will decide what action needs to be taken. Play equipment is inspected annually and replaced or repaired as necessary. The Headteacher will ensure correct staffing is maintained to ensure safety during pupil break times.

In an emergency, lunchtime supervisors will escort children to the assembly point and all emergencies will be referred immediately to the senior member of staff. See school risk assessments.

23. Reporting Defects

Any defects should be reported to the Site Manager who will consult with the Headteacher and action taken as speedily as possible.

24. Risk Assessments

Risk assessments will be undertaken by the appropriate staff and the Headteacher as necessary. Arrangements for special RAs such as for staff who are pregnant or have serious health issues are the responsibility of the Headteacher. Risk Assessments are held on file in the school office.

25. School Trips/ Off-Site Activities

School trips are the responsibility of the Teaching Staff leading the trip. A trip request form must be completed and signed approval obtained by the Headteacher. A Risk Assessment must be carried out by the designated trip lead teacher and signed by a member of the Senior Leadership team at least 1 week prior to the trip. A copy of the RA will then be held in the office. Surrey Guidelines will be followed with regard to the ratios and supervision requirements. Details can be found in the Guidelines for Educational Visits on the SCC website. Parental permission is necessary for all trips. Local walking trips are covered by a generic parental consent form. All staff are first aid trained and a first aid kit taken on all trips.

26. School Transport

Thorpe Primary School does not offer school transport. However staff may be authorised by the Headteacher to take children in their car if necessary. Parental permission must be sought and car seats requested as required.

27. Smoking

No smoking on school premises.

28. Staff Consultation

There is a governor's premises inspection each term and staff are encouraged to raise any concerns as part of this.

29. Staff Health & Safety Training and Development

All new staff are briefed on H&S as part of the Induction process.

30. Staff Well-being / Stress

School and County arrangements are in place for supporting staff. All staff are able to approach any member of senior management with any concerns, which will be taken seriously.

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

Whilst in the care of the school, pupils will be supervised on an age appropriate basis according to SCC guidelines. Pupils must not be left unattended and any concerns must be reported to the Senior Leadership immediately. (see school safeguarding policy)

32. Use of VDU's / Display Screens

The Headteacher is responsible for ensuring staff know the health concerns regarding excessive time spent on VDU's. Adequate breaks should be scheduled and eye testing is available on request.

33. Vehicles on Site

The school gate to kept closed to prevent non authorised access at all times. Warning signs to be clearly displayed. Parking only permitted in designated area. See school Risk Assessment.

34. Violence to Staff / School Security

Visitors are required to sign in and wear badges.

All staff are required to report any incidents of verbal or physical violence to the Headteacher. Violent conduct will not be accepted and police are to be called if security of violence is threatened.

35. Working at Height

Staff are expected to follow SCC guidelines. See school Risk Assessment.

36. Work Experience

Thorpe Primary follows SCC guidelines and welcomes work experience students when possible. An induction is provided which includes relevant H&S advice

For further advice, please contact the Head of Strategic Risk Management, Children, Schools and Families on 020 8541 9503.