



Health and Safety Policy

Adopted by the Governing Body of
Steeple Morden C of E Primary School

This policy is to be reviewed: Annually
The next review date is: Summer 2023
Review is the responsibility of: Resources Committee

REVIEW HISTORY

Review ratified: 24th May 2018
Review ratified: 23rd May 2019
Review ratified: 20th May 2020
Review ratified: June 2021
Review ratified: 18th July 2022
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Signed:  Dated: 18th July 2022
Chair of Governors

Signed:  Dated: 18th July 2022
Headteacher

Steeple Morden Primary School

Organisation and Responsibilities for Health, Safety and Welfare

In order to ensure that health and safety issues are dealt with in accordance with our establishment's safety policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

1. Governing Body

The Governing Body will comply with any directions issued by Department for Education and Local Authority concerning the health and safety of persons on school premises or taking part in school activities elsewhere. The Governing Body is responsible for health and safety matters at a local level. They accept that the delegation of funds from the LA carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which health and safety issues are addressed. However, the LA will be informed of any issue which has significant health and safety implications and which cannot be resolved satisfactorily without their involvement.

The Governing Body has delegated day-to-day H&S responsibility to the Resources Committee and the committee will report back to governors at Full Governing Body meetings on any related H&S issues for Full Governing Body approval.

Whilst H&S matters are delegated by the Resources Committee any significant H&S issues will automatically be escalated to the Full Governing Body and LA, as appropriate.

The Governors appreciate that they can only work within their allocation of the total education budget determined by County Council members and that they will only be accountable for deciding how the budget within their control is to be spent. The Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

2. Headteacher

Overall responsibility for the day-to-day management of health and safety in the school rests with the Headteacher. As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Headteacher will include:-

- 2.1 ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999;
- 2.2 ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy;
- 2.3 adequate staffing levels for safe supervision;
- 2.4 the delegated responsibility for maintenance of the premises;
- 2.5 the purchase of equipment to meet appropriate safety standards;
- 2.6 the repair, maintenance and testing of school equipment;
- 2.7 the provision of appropriate protective clothing where necessary;
- 2.8 the purchase and maintenance of first aid materials and fire fighting appliances;
- 2.9 the funding of necessary safety training for staff;
- 2.10 the arrangements for securing health and safety assistance from a competent source;
- 2.11 the appointment of a Safety Co-ordinator/Premises Manager;
- 2.12 the provision of appropriate health and safety information to governors.

The Headteacher may choose to delegate to other members of staff any or all of the duties

associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the establishment.

3. Safety Co-ordinator/Premises Manager

The Safety Co-ordinator's role is primarily that of facilitator. The Safety Co-ordinator may take on certain functions but the overall responsibility rests with the Headteacher. The core duty is to ensure that there is a management system established for the management of health and safety. The duties include:

- 3.1 review this policy statement as necessary and ensure that the appropriate amendments are made as and when circumstances change;
- 3.2 ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 3.3 review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 3.4 arrange for termly evacuation drills and weekly fire alarm tests etc;
- 3.5 advise the Resources Committee of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 3.6 arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- 3.7 co-ordinate the annual health and safety checklist, ensuring all areas of the establishment and all activities are covered paying particular attention to building structure, services, access to/egress from the school, main circulation areas etc.;
- 3.8 report to the Head/Senior Managers any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 3.9 liaise with and monitor (ensuring appropriate compliance) 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;
- 3.10 carry out regular building/grounds inspections with site staff to ensure the building is in a safe working condition and any H&S issues addressed;
- 3.11 ensure that all Senior Managers are kept informed of the names and details of those persons appointed to provide competent health and safety assistance;
- 3.12 report any H&S issues to governors on a regular basis via a premises report;
- 3.13 liaise with on-site pre-school, in conjunction with site staff, regarding any H&S issues in the community room and associated grounds;
- 3.14 ensure all statutory and LA H&S compliance is undertaken and recorded as appropriate in conjunction with site staff.
- 3.15 ensure that site supervisory staff are adequately supervised and appropriately trained;
- 3.16 ensure site staff are not involved in activities outside their limitations;
- 3.17 taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers eg, erect barriers around opened manholes etc;
- 3.18 ensuring 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;
- 3.19 ensuring that all staff work in accordance with safe working practices issued by the school, the LA etc.

4. Teaching Staff (including HLTAs and supply)

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, teaching kitchen etc, and off site e.g. school trips. Class teachers shall:

- 4.1 ensure effective supervision by only permitting practical work to be carried out by pupils

- after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;
- 4.2 be aware of the school's health and safety policy and any local rules and arrangements which may apply specifically to the department concerned;
 - 4.3 ensure that safety instruction is given to all pupils prior to commencing practical sessions;
 - 4.4 know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
 - 4.5 ensure that pupils follow school/safety rules and that protective equipment is worn where appropriate;
 - 4.6 ensure that all personal protective equipment, as appropriate, is suitable and in good condition prior to issue;
 - 4.7 ensure safety devices e.g. machinery guards are in good condition and are used;
 - 4.8 report any defective equipment to the Premises Manager.
 - 4.9 investigate all accidents, in conjunction with the Premises Manager and or Headteacher which occur through activities organised/supervised by the school;
 - 4.10 propose for consideration any improvements, which staff consider, would improve health or safety standards;
 - 4.11 ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

5. All Employees (including temporary and volunteers)

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

- 5.1 to participate in the risk assessment process and comply with findings as appropriate;
- 5.2 to report all defects in the condition of the premises or equipment to which they become aware;
- 5.3 to report all accidents according to the procedures included in this document;
- 5.4 be familiar with the procedure to be followed in the event of a fire or other serious emergency;
- 5.5 to make use of all necessary personal protective equipment provided for safety or health reasons;
- 5.6 to, where necessary, make use of all control measures made available to them, e.g. fume cupboards etc;
- 5.7 follow all relevant codes of safe working practice and local rules;
- 5.8 report any unsafe working practices to the Premises Manager/Headteacher.

6. Pupils

All pupils must be encouraged to follow all safe working practices and observe all school safety rules. All pupils will:

- 6.1 follow all instructions issued by any member of staff in the case of an emergency;
- 6.2 ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- 6.3 inform any member of staff of any situation, which may affect their safety.

Appendix 1

Steeple Morden Primary School

Statement of General Policy on Health, Safety and Welfare

Steeple Morden Primary School believes that health and safety is paramount in all areas of its business activities. The school is committed to providing its employees with safe places of work that do not impact negatively on their health and well-being. Steeple Morden Primary School is also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its pupils, staff, and all partners, contractors, visitors or anyone else that could be negatively impacted by its school activities.

The school aims to achieve this commitment by adopting the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management;
- Taking a risk-based approach to school activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of business aims and objectives;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of the school's health and safety aims and objectives;
- Involving employees from all levels of the organisation in the delivery of health and safety aims and objectives;
- Providing information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment;
- Setting targets and objectives to encourage continuous organisational health and safety improvement;
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.

The senior management team are accountable for the management of health and safety and for the implementation of the school's health and safety policy in their areas of control.

Employees have a duty to protect themselves and others by working safely, co-operating with the senior management team, observing all relevant information and instructions and reporting any health and safety matters to their line managers.

Marie Gardner/Karenza Nutley

Co-Chair of Governors

Date:

Tracey How

Headteacher

Date:

Appendix 2

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

- All accidents, dangerous occurrences, must be reported to the LA via the County Council's Incident Reporting Portal including accidents, verbal abuse and violent incidents.
- "Near Misses" must also be reported via the portal. These are incidents that occur but where no injury or damage is sustained but could, potentially, have been serious incidents. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.
- The Headteacher will ensure that a printed copy of the portal report is retained in school either centrally filed or held on the personal file of a staff member or pupil/child.
- The Headteacher will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect
- All deaths and major injuries must be reported immediately to the Health and Safety Team by telephone on 01223 699123.
- The LA's H&S team must be informed of any absences through accident for periods of 3 days or more (including weekends and holidays) or when a non-employee attends hospital following an accident whilst on school premises.

2. Asbestos

The Premises Manager is responsible for ensuring the Asbestos log is up-to-date at all times. The Asbestos log is located on the front entrance reception desk and all contractors are requested to sign in on arrival, review and then sign-off to confirm they have reviewed the log. Information regarding drilling or disturbing any Asbestos related matter is contained within the signing in instructions.

Staff are made aware of the location of Asbestos as part of their induction and informed that they must inform the Premises Manager of any disturbance to any Asbestos within school.

Any removal of Asbestos material in school will be completed in conjunction with the LA's H&S team.

3. Contractors

The Premises Manager/Headteacher are responsible for appointing contractors in school. Major building projects will be undertaken on consultation with the LA or external support provider.

Contractors undertaking projects in school will be required to provide appropriate risk assessments, method statements and confirmation of employer's/public liability insurance prior to works taking place. Meetings will take place to ensure works are completed to timescales and appropriate H&S measures in place. The above is dependent on the scale of the works involved.

All contractors will be required to adhere to the school's contractor code of conduct and LA guidelines.

4. Curriculum Safety

Curriculum risk assessments will be undertaken as appropriate and sufficient supervision will be in place to manage the activity safely. Teacher's planning documents will include this as required. Risk Assessments will be reviewed post activity to ensure any future such activities are adjusted accordingly.

PE risk assessments are undertaken using the "School's Safer Practice in Physical Education" guidance.

5. Drugs and Medications

Please refer to the school's Supporting Children with Medical Conditions Policy.

6. Electrical Equipment

Site staff carry out visual inspections as part of the daily cleaning routine and staff are aware of the importance of raising concerns with the Premises Manager as soon as possible.

Portable applicant testing (PAT) is undertaken bi-annually with any individual items being checked as required in-between times. The PAT testing is undertaken by an external contractor and an audit log is provided.

The fixed wiring assessment is undertaken five yearly by an external contractor and a report is forwarded to this school regarding any remedial works. This is then reviewed by the Resources Committee and an action plan is produced as appropriate.

7. External Play Equipment

The external play equipment should only be used when supervised by school staff, equipment will be visually checked daily before use for any apparent defects and the Premises Manager/external DIY contractor will conduct termly inspection of the equipment. PE and play equipment is subject to an annual external inspection.

8. Fire Precautions and Procedures (and other emergencies incl. bomb threats)

A fire risk assessment has been completed by an external Fire Officer and is reviewed annually by the Headteacher and Premises Manager. An external review will be undertaken three yearly to ensure ongoing compliance. See fire risk assessment for more information.

The critical incident log is located in the school office and Senior Leaders have copies in school and off site.

9. First Aid

Our SEND Teaching Assistant is responsible for first aid stock levels and ensuring all materials are appropriate for use on a regular basis.

Names of all qualified first aiders are located in various locations around the school including school entrance H&S noticeboard, first aid room, staff room and school hall.

Staff have additional training in resuscitation in line with expectations for swimming pool safe practice.

The First Aid treatment records are kept in the first aid room. The adult accident reporting book is located on the front entrance reception desk.

10. Medication Policy

Please refer to the Supporting Children with Medical Conditions policy (including First Aid).

11. Hazardous Substances

COSHH records are maintained and updated annually by the DIY contractor/Premises Manager. All site staff are aware of the correct procedures in dealing with hazardous substances.

12. Health and Safety Advice

The school has sought external fire safety advice where appropriate and also the services of the LA's Health & Safety Adviser, Stuart Wood.

13. Housekeeping, cleaning and waste disposal

Premises are maintained to a good standard to ensure that H&S is not compromised. Wet floor cleaning etc, is undertaken outside of school hours to minimise risk of trips/falls etc. Waste removal is undertaken weekly and any non-weekly refuse waste is disposed of quickly via the local tidy tip or external waste contractor on completion of projects. Hazardous waste/bodily fluids are disposed of in line with guidelines to limit cross contamination.

Waste bins are located on the far side of the building next to the boundary wall. This area is locked outside of school hours.

School staff will ensure snow shifting takes place on the school grounds as appropriate following snow falls.

14. Handling and Lifting

The school will provide annual manual handling training for all staff and staff will be encouraged to adhere to these guidelines at all times. Risk assessments will be undertaken for specific regular activities involving more than one person to undertake the task.

15. Jewellery

Children are discouraged from wearing any jewellery at school. If earrings are worn they should be small 'studs' and removed for PE and swimming lessons.

16. Lettings/shared use of premises

The school does not currently undertake ad-hoc lettings. The school does have a separate community building on site which is currently rented to the local pre-school. Further details regarding these arrangements are found in the Transfer of Control Arrangement (ToCA) and associated Service Level Agreement (SLA).

17. Lone Working

Staff are encouraged not to work alone in schools. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if that activity is necessary.

Where lone working cannot be avoided staff should:

- 17.1 ensure they do not put themselves or others at risk;
- 17.2 ensure they have means to summon help in an emergency ie, access to a phone;

- 17.3 when carrying out home visits, notify a colleague of their whereabouts and estimated return time. Find out as much background information as possible about the child/family being visited;
- 17.4 key holders attending an emergency call out should not enter a building where they feel a crime or incident has been committed. They should only enter if they feel safe to do so.

18. Maintenance/Inspection of Equipment

Preventative maintenance is undertaken on an-ongoing basis. External contracts are in place to ensure equipment is maintained in good working order annually (or more frequently as required) including fire detection systems, emergency lighting, and fire extinguishers etc. Internal checks are undertaken weekly and records maintained by the DIY contractor, any issues are highlighted to the Premises Manager who will ensure any defects are rectified.

Kitchen equipment is serviced and maintained annually under specific contracts.

A ladder register is maintained and updated by site staff.

19. Monitoring the Policy

Regular walkrounds are undertaken by the DIY Contractor and Premises Manager to ensure H&S compliance. The H&S checklist is undertaken on an annual basis along with an H&S audit. The H&S policy is updated annually.

20. Personal Protective Equipment (PPE)

A PPE register is maintained and updated annually or as required by the Premises Manager.

21. Pandemics

The school will ensure that it adheres to strict government/LA/WHO/PHE guidelines in the event of a pandemic outbreak. Robust H&S precautions will be put in place and maintained at all times to protect the safety of all in school. Specific risk assessments will be carried out as required.

Sufficient supplies will be maintained to ensure an emergency supply of H&S provisions including cleaning and PPE equipment are available at all times.

Where social distancing regulations are put in place then these will be adhered to and and it is acknowledged that during these times, H&S monitoring in school/external contractor visits may be postponed until such time as deemed safe to reinstate such works.

The H&S of staff/children/governors and visitors is paramount during these times.

22. Reporting Defects

Any defects/hazards must be reported to the Premises Manager in order for urgent remedial action to be carried out.

23. Risk Assessments

The Premises Manager is responsible for ensuring all appropriate building related risk assessment are in place, the Headteacher has responsibility for ensuring all other risk assessments are in place as appropriate.

24. School Trips/ Off-Site Activities

The school records school trip information using the EVOLVE software system. All risk

assessments are completed as part of the trip/off site activity assessment. This includes emergency arrangements, parental authorisation and contact details and first aid provision for children/adults etc. This will be completed and submitted to the Headteacher for authorisation.

25. School Transport

Home to school transport is provided by the LA, and bus supervisory staff are employed by the contractor. School works with contractor and bus supervisors to ensure supervision and safety levels are adequate and children adhere to behaviour expectations.

26. Smoking & Vaping

In line with statutory guidelines this is a no smoking building and site. Anyone wishing to smoke or vape must leave the premises/grounds and ensure they are off-site. In order to encourage healthy lifestyles choices for both adults and children, we would ask staff/visitors to refrain from smoking or vaping directly outside the school gates. Any member of staff found smoking or vaping on school premises will be liable for disciplinary proceedings.

27. Spillages (Bodily Waste)

In the event of a bodily fluid spillage, staff will undertake the clean up using rubber gloves, disposable cloths and specialist cleaning fluids to reduce the risk of cross-contamination. All waste will be disposed of in a sealed waste bin liner and placed in the external refuse bin. If required the area will be cordoned off. Cleaning staff will be made aware of any issues during the day for additional cleaning requirements.

28. Staff Health & Safety Training and Development

Staff are informed about the importance of H&S as part of their induction process. In addition INSET training days will focus on H&S related matters and reminders about good practice.

29. Staff Well-being / Stress

The school ensures line management support to assist staff where necessary. The LA also provides an employee assistance programme which provides access to confidential telephone counselling, financial, legal and medical support.

30. Supervision (including out of school learning activity/study support)

Frequent and ongoing risk assessments are carried out to ensure appropriate supervision of pupils at all times during the school day and when taking part in approved out of school activities (these include but are not restricted to after school clubs, attendance at sports fixtures, additional tuition and residential visits). Where appropriate additional adults are invited to support activities but the children remain the responsibility of school staff at all time.

31. Swimming Pool Operating Procedures

The swimming pool operating procedures (both normal and emergency) are reviewed annually prior to the start of the swimming period along with relevant risk assessments. These documents are shared with all staff and volunteers.

32. Use of VDUs / Display Screens

VDU workstation assessments are carried out bi-annually for those staff members who carry out VDU work for significant periods throughout the day. These assessments are then reviewed and any remedial action undertaken as appropriate.

Staff are also mindful of the amount of time children spent working with VDU/tablets etc, and

ensure they build in regular breaks throughout the day.

33. Vehicles on Site

The school does not own or lease any vehicles. The school car park is for use by staff and contractors. Visitors are encouraged to use the drop off area by the recreation ground on Hay Street. Side access to the kitchen for deliveries and other related deliveries is accessible by lockable gates. The main school gates are locked outside of school hours.

34. Violence to Staff / School Security

Visitor access via the main entrance is controlled by the front desk office staff. Perimeter gates are unlocked/locked as required during the school day and out of hours. Any physical threats or incidents of violence towards staff will be treated very seriously. Emergency services will be called to assist if appropriate and visitors may be banned from school premises.

The boundary fence has two gates which lead onto open woodlands which could be a potential vulnerability for the school. Staff regularly check this area throughout the day as well as at the end of the school day. The gates are locked outside of normal working hours and at weekends.

In volatile situations, staff will not be left alone with visitors and additional support will be called upon as required. Staff are aware that if they have concerns about potential escalation of issue they must inform the Headteacher or a member of SLT in the first instance.

35. Working at Height

The current external DIY contractor has undertaken ladder training. Any works involving working at height will be discussed with Premises Manager/Headteacher to ensure that appropriate supervision (ie non-lone working) is in place and necessary risk assessments have been undertaken.

36. Work Experience

Catherine Seward is the mentor for teaching placements and ensures that appropriate school induction is undertaken. In addition the third party training provider will also undertake their own induction process.

Appendices

1. Statement of policy (appendix 1)
2. Procedures for health, safety and welfare (appendix 2)

Other policies referenced in this policy:

1. Supporting Children with Medical Conditions Policy (including First Aid)
2. Fire Risk Assessment