



Health and Safety Policy

Knaphill Federation of Schools	
Policy: Health and Safety Policy	
Governors' Committee Responsible: Resource Committee	
Policy Originator: M Sebo	Review Period: Two years
Status: Statutory	Next review Date: February 2018

Knaphill School Health Safety and Welfare Policy & Arrangements

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.

Throughout this Policy, reference is made to Surrey County Council Health and Safety Policy. Where Surrey County Council is the employer i.e. Community and Voluntary Controlled Schools, this policy must be followed.

In Foundation and Voluntary Aided Schools the Governing Body is the employer and must provide a Health and Safety Policy. These schools are welcome to adopt and follow the Surrey County council guidance

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Part 1: Statement of General Policy on Health, Safety and Welfare

The Governing Body & Headteacher of Knaphill 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.

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

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

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

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 Knaphill School.

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:

Include Health and Safety targets in the School Development Plan if appropriate. Targets may include,

- Provision of facility for health and safety purposes.
- Reductions in accidents / incidents.
- Training for Governors / staff, and revision of policy / procedure

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.

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.

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.

Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.

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:

The contents of this policy are brought to the attention of all relevant persons, a process for risk assessments is applied within the school, and that:

All appropriate areas/activities are covered, (as per "core" Risk Assessment schedule attached, together with any risks identified as specific to the school).

Appropriate control measures are implemented, and that assessments are monitored and reviewed as necessary.

There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.

Appropriate staffing levels for safe supervision are in place.

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.
- Swimming pool.
- First Aid/medical facility and equipment.
- Premises staff equipment.
- Curriculum specific e.g. gymnasias and fume cupboards

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

- Headteacher H&S awareness
- H&S Induction training (all new and temporary staff)
- Emergency/Fire Training for the whole school community.
- First Aid
- Risk Assessment
- 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.

Adequate and easily retrievable health and safety training records are available and up to date.

The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.

A termly H&S report is provided to Governors.

The school cooperates and participates in the County's H&S monitoring arrangements.

A school's Educational Visits Co-ordinator is appointed and trained accordingly.

Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.

Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.

Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.

The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the means of escape.

An appropriate Deputy is suitably instructed to take day to day responsibility for H&S in the absence of the Headteacher.

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

Deputy Headteacher

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

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:

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.

All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the school's procedure.

All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.

Any equipment/appliance which has been identified as being unsafe is removed from service.

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.

The H&S training needs of staff are identified and the Headteacher informed accordingly.

Staff are properly consulted on any matters that may affect their health or safety whilst at work.

New transferred and temporary staff receive appropriate H&S induction training.

First aid provision is adequate.

Pupils are given relevant H&S information and instruction.

Teaching Staff [Including supply]

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

Effective and appropriate supervision of the pupils that they are supervising.

That appropriate safety instructions are given to all pupils prior to commencing practical sessions.

That they are conversant with the school's H&S policy and any arrangements specific to their own department.

They know the emergency procedures.

Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.

That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.

That they report any defective equipment to the relevant person.

All accidents and incidents are reported and reviewed or investigated.

Site Supervisors/Caretakers

The Site Supervisor/Caretaker is responsible to the Headteacher/Bursar, and in particular will ensure:

The removal from service of 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 may be carried out with others such as 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 work in accordance with safe working practices issued by the school, the County Council etc.

Health and Safety Co-ordinator

The Headteacher may appoint or nominate a Health & Safety Coordinator to carry out H&S functions and maintain an overview of the H&S organisation & management of the school, and report to the Headteacher accordingly. Specific functions of the H&S Coordinator may include:

Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary.

Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies.

Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.

Arrange for termly evacuation drills and weekly fire alarm tests etc.

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.

Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.

Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.

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.

Ensuring that all Senior Managers (including Heads of Departments) are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

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:

Participate in the school's risk assessment process and comply with findings.

Report any defects in the condition of the premises or equipment of which they become aware.

Report all accidents/incidents in accordance with the school's procedure.

Be familiar with the procedure to be followed in the event of a fire/emergency.

Make use, where relevant, of personal protective equipment provided for safety or health reasons.

To follow all relevant codes of safe working practice and local rules.

To report any unsafe working practices to their Line Manager.

Part 3: Arrangements and Procedures for Health, Safety and Welfare

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

Accident Reporting, Recording & Investigation

The headteacher and office staff should both be notified. If appropriate, office staff will report to the County Council or to RIDDOR using the online system after discussion of the incident with headteacher or deputy in the absence of the headteacher. The headteacher or deputy headteacher will undertake an investigation.

Asbestos

The bursar is responsible for holding the Asbestos Survey Record and for ensuring that contractors and others such as site supervisors etc. have sight of the survey prior to starting any work on the premises. The Headteacher and site manager are responsible for instructing staff not to drill or affix anything to walls without first obtaining approval from the Headteacher and checking the survey. Staff should report damage to asbestos materials to the Headteacher, bursar or site manager immediately, who will bring the emergency plan in case of asbestos disturbance into effect.

Contractors

Contractors for major works are selected by the governing body resources committee after consideration of quotes received. The Bursar will: carry out induction of contractors; establish arrangements to exchange health and safety information and agree safe working arrangements; organise risk assessments; establish frequency of liaison meetings. The governing body will ensure that contractors' working methods are monitored. Staff should report concerns immediately to the headteacher or deputy headteacher, who will discuss these with the governing body so they can be addressed with the contractor asap. The bursar will ensure effective liaising with County Property.

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

The SLT member with delegated responsibility for residential visit risk assessments will ensure that teaching staff undertake suitable (written) risk assessments prior to commencing hazardous activities, including seeking specifics of residential centre staff qualifications to teach certain activities. They will report to the Headteacher on the status of risk assessments prior to these being submitted for approval.

All staff are advised to refer to any health and safety publications adopted by the school with which they must be familiar e.g. the BAALPE document "Safe Practice in Physical Education and School Sport" for PE and which are located in the specified Health and Safety folder in the staffroom. All staff must read and sign both the Fire Procedures and Manual Handling books kept in the school office.

Drugs & Medications

Parental requests for medicines to be administered must be written and must be on the appropriate forms available from the school office. School staff will undertake special training as appropriate to deal with any specific requirements. Storage of medicines will be in a locked cabinet which will remain open and accessible during the school day. The school office will organise the recording of administration of medicines in line with guidance on "Pupils' Health and the Administration of Medicines"]

Electrical Equipment [fixed & portable]

All staff should undertake a visual inspection of all equipment prior to use and raise concerns with the headteacher or deputy headteacher immediately any concerns arise whilst placing the item in question out of use – either by removing it or by ensuring a suitable label is attached to prevent further use. All items will be PAT tested in line with regulations. Staff who bring in personal items to use in school

which have not been tested due so at their own risk and should not expose others to risk through the use of such items or through allowing the use of such items.

Fire Precautions & Procedures (and other emergencies)

- The **headteacher** will organise an annual fire risk assessment and implement any actions that arise from it. They will also ensure fire drills will take place on a half-termly basis, and that procedures to be followed are displayed in all areas. Assembly points are shown by the provision of a series of white dots on the far side of the main playground. They will act as chief fire marshal.
- The **governing body resources committee** will review the outcomes from the fire risk assessment and evaluate the effectiveness of the headteachers' actions in respect of it. A member of the governing body will carry out an annual H&S inspection of the school.
- The **deputy headteacher and a member of the office team** will be trained as fire marshals to assist the headteacher.
- The **caretaker** will ensure inspection and maintenance of fire extinguishers and fire exits / escape routes, they will test the fire alarm, and ensure testing of break glass points, testing of emergency lighting etc.
- The **bursar** will monitor the caretaker to ensure actions above are completed and ensure that staff training is up to date,
- The **office staff** will in the first instance be responsible for ensuring registers are maintained and available during a drill or emergency and for calling the fire service,

First Aid

Names and locations of trained appointed first aid staff will be available in the school office and staff room, as will the location of first aid boxes. The office staff are responsible for checking & restocking first aid boxes. Any staff member who feels it is an appropriate action to take may summon an ambulance, a member of the office team may accompany children to hospital, the bursar will monitor the school requirements in terms of training & retraining of first aiders.

Glass & Glazing

All glass in doors or side panels is to be safety glass, and all replacement glass is to be of safety standard. The caretaker will complete an assessment of the premises to establish compliance.

Hazardous Substances

Hazard data sheets will be kept with any hazardous materials and staff will be trained in their use and storage.

Health and Safety Advice

The headteacher will attend health and safety updates at least once every two years and more frequently if required to ensure advice is up to date.

Housekeeping, cleaning & waste disposal

The caretaker and externally provided cleaning services will ensure the premises are kept clean, minimise accumulation of rubbish and ensure that wet floor cleaning signs are appropriately placed to minimise risks of slips. Glass and other sharp objects must be safely disposed of in consultation with the caretaker to ensure safe disposal. The caretaker will ensure snow shifting is completed and paths are clear and salted to assist in keeping the school open and safe. There is a security/location for external waste bins and only the caretaker will be responsible for moving bins.

Handling & Lifting

Most activities during a school day should not involve manual handling and lifting. Staff are instructed on the safe carrying of heavy gym mats. The caretaker has been given training and advice concerning activities identified as involving handling and lifting.

Jewellery

Information in respect of pupils wearing earrings and other jewellery and instructions to pupils can be found in the school prospectus.

Lettings/shared use of premises

Any letting or allowed use of premises must ensure that the following areas are discussed and established prior to allowing use or access: *Exchange of health and safety information and policies, restrictions on use of equipment, restrictions on accessible areas, staffing requirements, first aid provision, telephone provision, fire and emergency arrangements, standard operating procedures, agreeing responsibilities at school fetes and other fund raising events, emergency lighting, public entertainment license.*

Lone Working

Non-statutory policy – Lone Working – will be followed by all staff to ensure their safety.

Long Term Evacuation Plan

See Emergency Plan.

Maintenance / Inspection of Equipment

The Bursar will maintain a log of items needing periodic maintenance and inspection. The Bursar will have available the dates all inspections have taken place and when the next one is due.

Monitoring the Policy

A Governor will perform an annual inspection of the school premises to ensure compliance with this Health & Safety Policy. Interim inspections will be performed by the caretaker and reported to the Headteacher at least once per term.

Personal Protective Equipment (PPE)

Any PPE which has been identified through risk assessments as being needed will be provided free of charge to members of staff.

Reporting Defects

Any defect discovered must be reported to the Headteacher who will ensure the defect is made safe prior to being rectified.

Risk Assessments

The deputy headteacher is responsible for ensuring RA's are undertaken, for undertaking special RA's (such as for staff who are pregnant or who have health problems), and for arrangements for periodic review of RA's.

School Trips/ Off-Site Activities

The deputy headteacher in his capacity as educational visits coordinator advises staff on requirements when planning a school trip, will obtain timely approval from Surrey LA, will ensure all emergency arrangements are appropriate and in place, will ensure all parental authorisation is received, will monitor supervision requirements to ensure regulations are complied with, and will organise first aid provision.

School Transport

The deputy headteacher will ensure that all requirements (such as driver medical examinations, license requirements checks, authorising drivers, undertaking checks on minibuses, preparing pupil supervision arrangements and car seat provision) are in place prior to transport being used by staff or pupils.

Smoking

Knaphill School complies with regulations in respect of smoking and advises that smoking is not allowed on site. Staff must not smoke on or near to the school premises.

Staff Consultation

Staff may raise H&S concerns or offer suggestions at any point in time with the headteacher. Monday lunchtime staff meetings will be used to ensure communication of all H&S key notices and this backed up with email communication to ensure staff are kept up to date.

Staff Health & Safety Training and Development

The bursar will brief new staff about H&S arrangements, and monitor to establish minimum health and safety competencies for certain activities, (e.g. use of hazard substances, work at height, use of VDU's) and certain roles (e.g. premises manager, safety co-ordinator, head of department, site supervisor etc).

Staff Well-being / Stress

Occupational Health can be accessed by Headteacher referral should any member of staff be identified as suffering from stress.

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

Pupils must not be left unattended during curriculum time and all other times when in care of school e.g. break times. Staff must ensure that agreed ratios for school trips are in place and check this with the deputy headteacher. CRB checks and Right to Work checks must be in place for all staff, and CRB checks in place for all parent volunteers. Visitors to school should not be left unsupervised with children. The credentials and CRB checks for all official visitors to the school must be checked prior to allowing access.

Swimming Pool Operating Procedures

Operating procedures to be communicated to staff working in the pool will include minimum supervision standards, how to summon assistance in emergency, what to do if a problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, and how to access first aid provision. The deputy headteacher and caretaker will carry out detailed checks and procedures prior to allowing use of the pool to ensure all safety regulations are complied with. The deputy headteacher and caretaker will meet with the headteacher poolside to 'walk through' all procedures and checks in place prior to allowing use of the pool.

Use of VDU's / Display Screens

The bursar will establish training requirements for staff who make significant use of VDU's, advising them on such matters as how to report defects in workstation, how to report health concerns and who to, advice on maximum time to be spent on VDU without break, arrangements for eyesight testing etc.

Vehicles on Site

Staff and other visitors must park in the bays provided and there must be no double parking at any time. There is a restriction on vehicle movement at times when children are on site – staff who need to move a vehicle during school time should take special care and seek the assistance of another member of staff where possible in ensuring supervision of children. If necessary, office staff must ensure the segregation of large vehicles from pedestrian areas, enforce restrictions on reversing vehicles, and discuss special arrangements for deliveries with suppliers prior to their arrival on site.

Violence to Staff / School Security

Staff should follow closely all rules for maintaining site security (e.g. keeping doors shut, controlling visitor access, signing in arrangements). Staff must report all incidents of verbal & physical violence to the headteacher at the earliest opportunity. Staff should not meet individually with parents or other visitors where they feel they would be placed under threat or have concerns for their safety.

Working at Height

Staff or children must not use steps or ladders without the permission of the headteacher.

Work Experience

Staff must be aware of and follow closely all guidance and regulations in respect of individual undertaking work experience or teaching experience in school. If in doubt discuss the situation with the headteacher or deputy headteacher.