

# The Mead Infant and Nursery School

## Health, Safety and Welfare Policy



**Proud to Belong**

This Policy was adopted by The Governing Body and is reviewed annually.

**Reviewed by:** Headteacher and the Full Governing Body Spring Term 2018

**Next Review:** Spring Term 2019

# **Health Safety & Welfare Policy**

## **The Mead Infant School**

To comply with the Health and Safety at Work 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**

**Part 2: Organisation and Responsibilities for Health, Safety and Welfare**

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

# **Part 1:**

## **Statement of General Policy on Health, Safety and Welfare**

1. The Governing Body & Headteacher of The Mead Infant 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 (SCC).
  - Require all managers, in the school community, to act in accordance with SCC/School H&S policy and procedures, and require same of persons that they supervise and take responsibility for.
  
2. The Governing Body & 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 & Headteacher will ensure an adequate process is in place to enable all necessary risk assessments for the school to be carried out and communicated to all relevant persons. Any significant findings will be properly incorporated into the school's H&S procedures.

**P Keane    Chair of Governing Body**  
*Spring Term 2018*

**J Ashley, Headteacher**  
*Spring Term 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 & Head teacher of The Mead Infant 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:

- Nominate a Governor 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 SCC's H&S Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on their behalf.
- Ensure that H&S is an agenda item on Full Governing Body meetings and receive a report including information on,
  - Relevant H&S information received from SCC or its Advisers.
  - Suggestions on future H&S initiatives.
  - Termly H&S checks
- Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.

### **2. Head teacher**

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. They will advise SCC/Governors of any H&S issue where their support or intervention, through either systems or finance, is necessary and appropriate in order to effect the requirements of this policy. In particular, they 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
  - 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
  - First Aid/medical facility and equipment
  - Premises staff equipment
  - Curriculum specific e.g. School Hall
- 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:
  - 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

Any further specific H&S training identified by the training needs analysis as being necessary and appropriate will also be implemented.

- 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 via the Resources Committee.
- The school cooperates and participates in the SCC's H&S monitoring arrangements.
- 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 Head teacher.

The Head teacher may delegate functions to other or single members of staff (e.g. a 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. Deputy Head teacher**

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

### **4. Senior Leadership Team/Curriculum Coordinators**

Managers in charge of Curriculum Areas/Staff are responsible to the Head teacher for ensuring the application of this policy within the individual areas that they control. In particular, SLT/Curriculum Coordinators 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 and 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;
- The H&S training needs of staff are identified and the Head teacher 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.

#### **5. 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 at all times
- 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;
- That they report any defective equipment to the relevant person.
- All accidents and incidents are reported and reviewed or investigated, giving due regard to the maintenance of the health and safety of pupils which may be subject to climate or seasonal variations.

#### **6. Site Manager**

The Site Manager is responsible to the Head teacher, 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 people they supervise only undertake work for which they are competent. This includes the supervision of the cleaners and contractors;
- 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 reasonable and practicable steps are taken to address health and safety hazards resulting from adverse weather conditions.

#### **7. Health and Safety Co-ordinator**

The Head teacher will appoint 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 back accordingly. Specific functions of the H&S Coordinator include:

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

amendments to the attention of the Head teacher where necessary;

- Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Head teacher of any deficiencies. The person responsible for each area carries out risk assessment. For example, on a school trip the Key Stage leader will complete the risk assessment and on sports day it is the responsibility of the PE Co-ordinator;
- Carrying out, with the Head teacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements;
- Arranging (with the Head) for termly evacuation drills and weekly fire alarm tests etc;
- Advising the Head teacher and/or SCC 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 Head teacher 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, 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 are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

#### **8. All Employees (including temporary & volunteers)**

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

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

- 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;
- Take due regard to their conduct and obligations to maintain the health and safety of colleagues, volunteers and pupils.

## **9. Health and Safety Committee**

The school has established a Resources Committee that meets each term as part of the Full Governing Body meetings, where matters of Health and Safety are discussed and procedures are agreed. . At The Mead Infant School this consists of members of the Governing Body including the Deputy Head.

## **Part 3:**

# **Arrangements and Procedures for Health, Safety and Welfare**

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

### **1. Health & Safety Advice**

The H&S Governor and H&S Coordinator will have attended training in order to keep up to date with relevant procedures.

### **2. Accident Reporting, Recording & Investigation**

All major incidents must be reported to the Head teacher or Deputy Head teacher who will report to parents and SCC where appropriate.

Minor incidents should, in the first instance, be reported to the office staff who will in turn report to the parents via either an accident letter or a telephone call.

### **3. Access Control/Security**

- The school operates a no threatening or abusive behaviour policy.
- Visitors to the school must be let in by office staff through a 'buzzer' system. Staff can access the school through a key code. All visitors and Contractors must sign in at the school office and are given a visitors sticker. Proof of ID of contractors must be seen.
- Doors to rest of the building from the office area are kept locked at school drop off and collection times. The lockable door system for doors leading from the office to rest of school, are operable from the office.
- All exterior doors must be kept closed.
- Office staff are experienced in dealing with members of the public and emergency support is available from the senior management team.

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

- Fire drills are carried out each term following the guidelines which are available in every room in the school.
- The Head teacher is ultimately responsible for ensuring that all staff are aware of assembly points and that all personnel including adults and children are

accounted for.

- Fire appliances are serviced and recorded annually.
- Fire alarms are serviced in accordance with the relevant British Standard.
- The Site Manager carries out weekly tests on Fire Alarm call points.
- The school has had an external Fire Risk assessment undertaken and acted on any points raised within.

## **5. Long Term Evacuation Plan**

This is detailed in School Emergency Plan.

## **6. Contractors Working on School Site**

- The selection process and criteria for Contractors is undertaken by SCC/ Head teacher/ Governors/ Bursar/Site Manager
- There will always be a named contact from Contractors (working on site), who liaises daily with the Bursar or Site Manager, and is immediately available to respond to ad hoc situations or incidents.
- No vehicles are allowed in the school grounds before 5pm during term time.
- There is segregation of work according to degree of Hazard. E.g.
  - Barriers
  - Warning Signs
  - Work carried out outside of normal school hours.
- Regular Inspections (frequency agreed with Head teacher/Admin Officer) are carried out by the contractor,
- High standards of housekeeping & site management (by the contractor) will ensure that contractors' materials, debris, equipment & personnel do not detrimentally encroach on areas in use by the school community.
- This kind of work is carried out under strict controls at times agreed with the school representative and where practicable when the school is not in use.

## **7. Vehicles on Site**

No vehicles are permitted in school grounds (except for the designated car park accessible via Cuddington Avenue) before 5.00pm unless in exceptional circumstances.

## **8. Working at Height**

- Work at height, beyond the identified expertise and resources of the Site Manager, is carried out by approved contractors.
- The Site Manager has received adequate training for the tasks they are required to undertake.
- Access equipment is suitable and appropriate for use, including design, size and properly maintained.
- Suitable/preferable access points to the roof are identified and the safe system of work is agreed with the line manager
- A second person will be available to assist with all work requiring ladder access to the roof
- Staff are instructed by management (recorded in handbook) only to use approved equipment and systems of work

## **9. Lone Working**

- The Site Manager carries out a 'sweep' of the building before locking up the school.
- The Site Manager is instructed to always carry a mobile phone when working within school.
- The Site Manager is instructed not to work at height or carry out other high risk activity when working alone.
- Staff are instructed to always sign in and out on the register kept in the office during school holidays. The Site Manager must check this before locking the building. The normal sweep of the school is also undertaken.

## **10. Electrical Equipment**

- A Contractor carries out fixed wiring testing every 5 years and any necessary maintenance carried out. Portable Appliance testing is carried out yearly.
- Only a qualified electrician carries out modifications or repairs to the fixed electrical system.
- All new equipment purchased by the school must comply with British and/or European standards (Kite mark and/or CE mark).
- Staff are instructed via the Staff Handbook to avoid bringing electrical items into school from home but where this is necessary to ensure a visual check is made before using.

- Any unsafe electrical items must be removed from use until properly repaired.

## **11. Maintenance/Inspection of Equipment**

The following equipment within the school is inspected on an annual basis:

- Car Park Barrier
- CCTV
- Dining hall tables
- Extractor fans and ventilation ducts
- Fall prevention equipment
- Fire alarm/Emergency Lighting
- Fire risk assessment
- Fixed electrical testing 5 yearly
- Handryers/Sanitary bins/First Aid containers/air fresheners
- Lightning Protection
- Portable electrical items
- Projectors
- Security alarm
- Water cooler

## **12. Asbestos**

There are two areas of undisturbed presumed asbestos within the school site, which is monitored by SCC and drawn to the attention of any contractor working within the area. These are the panel in the 'Well' storage area adjoining the Head teacher's office and on the walls in the original Boiler Room.

## **13. Hazardous Substances**

Hazardous substances will be clearly labelled by the Site Manager and are kept in a locked area away from the reach of the children.

## **14. Manual Handling**

- Suitable equipment to support lifting and handling is provided by the school. The Site Manager has completed formal lifting and handling training.
- Staff are discouraged from moving heavy objects or equipment and are requested to seek help of Site Manager.
- All Lunchtime Learning Assistants (LLA) watch an instruction DVD produced by SICO which demonstrates the technique to be used when setting out dining tables. This is refreshed every year

## **15. Personal Protective Equipment**

The Site Manager is issued with protective equipment as necessary including steel capped boots.

## **16. Staff Consultation**

During the H&S checks staff are asked to highlight any issues. An updated H&S Policy is displayed in the staff room. Health and Safety issues are discussed at staff meetings and Governing Body meetings.

## **17. Staff Health & Safety Training and Development**

Staff are informed of any precautions or changes they need to make by the H&S coordinator following an H&S check.

## **18. Reporting Defects**

All staff are requested to report any Health & Safety issues to the office or Site Manager for action.

## **19. Risk Assessments**

Risk assessments are carried out where necessary and any amendments to procedures are addressed.

## **20. Work Experience**

The Deputy Head teacher oversees work experience and clear guidelines are shared with the work experience students. All work experience students receive the appropriate handbook.

## **21. Smoking**

The school operates a no smoking policy within the school buildings and outside areas.

## **22. Medical conditions and related incidents**

All information relating to medical conditions and related incidents is contained in The Mead Infant School Medical Conditions Policy

## **23. Environmental/Adverse weather conditions**

The Head teacher and Chair of the Governing Body will take all appropriate action to mitigate against the risk to health and safety caused by adverse climate / environmental conditions. This may range from issuing advice to stakeholders to enforcing variations in operating practices - which may involve

school closure. Any school closures or changes to times will be notified to parents via Parentmail or text message.

## **24. First Aid**

- All Support Staff are offered half-day emergency first aid training by outside agency training provider. This is up-dated every 3 years.
- Three members of staff have attended paediatric first aid training. Two members of staff have attended Emergency First Aid at Work training. The names of these first aiders are displayed in a prominent position in the office.
- Instructions are displayed in the office for summoning assistance in an emergency and calling an ambulance. Office staff, Head teacher and Deputy Head teacher are responsible for calling the ambulance and a member of the SLT will accompany the child to hospital with a second member of staff following in a car. The staff will stay with the child until the parents arrive.
- First aid boxes are located in the office and are checked by the office staff to ensure they are kept up to date and replenished as appropriate.
- A safe method of disposal of contaminated waste is provided in the office under contract with PHS.
- All first aid treatment is recorded and parents/carers advised of bumps to heads and all other significant incidents.
- All persons providing an out of school hours activity bring their own First Aid kit.
- Arrangements for storing contaminated waste until safe disposal are available in the office.
- All First Aid treatment is recorded.

## **25. Curriculum Safety**

Scissors are only allowed to be used during lessons when children are fully supervised and art aprons are always supplied to the children for activities involving paint or clay

## **26. Supervision**

- Children are supervised at all times.
- Teachers may be left in the classroom on their own with a whole class of children.
- In the case of Teaching Assistants (TA), they can supervise half a class on

their own or the whole class if supported by another TA.

- For activities outside of the classroom staff supervise small groups or up to half a class at a time.
- If children are taken off the school premises, permission is sought from parents first and then a group of no more than 8 children to 1 adult is put in place.
- For trips including journeys by coach further afield, the school operates on a maximum of 6 children to 1 adult ratio.

## **27. Physical Education**

**All information relating to medical conditions and related incidents is contained in The Mead Infant School PE Policy.**

## **28. Playground Safety**

- The playground is of a safe design, with all areas visible by LLA and other supervising staff who are strategically placed in order to cover all areas of play.. First Aid training is given to all LLAs.
- An LLA remains in the school office ready to administer any first aid as may be needed with the assistance of the office staff if required.
- Staff use lidded mugs when supervising in the playground.
- A formal Safety Inspection and recording of deficiencies of play equipment is undertaken by SCC on an annual basis.
- No new playground equipment is purchased without first ensuring it complies with necessary safety regulations.
- Emergency/support procedures are devised and included in Supervisors training and Instruction.

## **29. Pond Safety**

- The pond is on Auriol Junior School property but The Mead is allowed access to it for educational purposes.
- The edges of the pond are shallow with the deeper zone in the centre. The depth does not exceed one metre at its deepest point
- The edge of the pond has clearly visible paving slabs that are well maintained.
- The pond has a 1.3 metre high perimeter fence with a 1.2m high padlocked gate.

- Classes or groups using the pond are supervised at all times, and the ratio of staff/pupils allows for full control.

### **30. School Trips/Off-Site Activities**

The Key Stage Manager carries out risk Assessments for School Trips. These are completed prior to each visit.

### **31. Monitoring the Policy**

This policy is monitored by the Head teacher and Governors and is reviewed annually.

#### **Risk Assessment Schedule**

Access Control  
Contractors working on School site  
Curriculum Safety  
Drugs and Medication  
Electrical Safety  
Fire Safety  
First Aid  
Lone Working  
Manual Handling  
Physical Education  
Playground Safety  
Pond Safety