



# **CHARLWOOD VILLAGE PRIMARY SCHOOL**

## **Health, Safety and Welfare Policy**

Policy Name	Health, Safety and Welfare Policy 2023-2026
Policy Owner	Headteacher
Governing Body or Working Group Approval	Full Governing Body
Last Reviewed	Autumn 2023
Next Review Date	Autumn 2026
Status and Review	Policy not statutory. Non-Statutory advice (Statutory elements) Review every three years

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 their 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 their 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 and Headteacher of Charlwood Village Primary School:
  - Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, pupils 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.
  
2. The Governing Body and 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
  
3. In support of the above, the Governing Body and 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 and Headteacher of Charlwood Village Primary School.

#### 1. The Governing Body

The Governing Body, via the Resources Committee, approves the H&S Policy of the school and monitors its successful implementation. The Governing Body further ensures, as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policies. The Governing Body will specifically:

1.1 Include Health and safety targets in the School Development Plan where 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

1.2 Nominate Governors from the Resources Committee 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.

1.3 Be informed and updated of Surrey County Council's H&S Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC behalf.

1.4 Ensure that H&S is an agenda item on Resources Committee termly meetings, and receive a termly H&S report at this time. This report should include information on:

- Progress of the H&S targets in the SDP.
- Accident/incident analysis
- Relevant H&S information received from SCC or its Advisers.
- Suggestion on future H&S initiatives.

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

#### 2. Headteacher

As Senior Manager for the premises, and of all on and 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 and appropriate in order to effect the requirements of this policy. In particular the Headteacher will ensure that:

2.1 The contents of this policy are brought to the attention of all relevant persons.

- 2.2 A process for risk assessments is applied within the school, and that:
- All appropriate areas/activities are covered,
  - Appropriate control measures are implemented, and that
  - Assessments are monitored and reviewed as necessary.
- 2.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- 2.4 Appropriate staffing levels for safe supervision are in place.
- 2.5 An adequate schedule of inspection and 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. gymnasias
- 2.6 An adequate needs analysis of H&S training is undertaken for schools staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
- Headteacher H&S awareness
  - H&S Induction training (all new and temporary staff). The Staff Handbook contains basic H&S guidance. An initial walk and talk is carried out by the Headteacher for all new staff.
  - Emergency/Fire Training for the whole school community is carried out through half termly Fire Drills.
  - First Aid
  - Risk Assessment
  - H&S Coordinator - currently the Headteacher
  - Lifting and Handling
  - Working at heights,
- any further specific H&S training identified by the training needs analysis as being necessary and appropriate.
- 2.7 We endeavour to keep up-to-date with training where appropriate
- 2.8 The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- 2.9 A termly H&S report is provided to Governors.
- 2.10 The school cooperates and participates in the County's H&S monitoring arrangements.

- 2.11 A school's Educational Visits Co-ordinator is appointed and trained accordingly. Currently this is the Headteacher.
- 2.12 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.14 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- 2.15 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the means of escape.
- 2.16 Designated members of the Leadership Team 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.

### 3. Deputy Headteacher

- 2.17 The school does not have a deputy Headteacher. Designated members of the Leadership Team take day to day responsibility for H&S in the absence of the Headteacher (see 2.16)

### 4. Line Managers

In our small school, all staff are responsible for the areas in which they work and for the safety of both themselves and others and are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control.

In particular line managers/school staff will ensure that:

- 4.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
- 4.2 All accidents and incidents occurring within their areas are reported, recorded and investigated in accordance with the school's procedure.
- 4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- 4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.

- 4.5 All staff are responsible for periodic checking and on-going monitoring of the areas in which they work and reporting any defects or concerns to the Headteacher.
- 4.6 The H&S training needs of staff are identified and the Headteacher informed accordingly.
- 4.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- 4.8 New transferred and temporary staff receive appropriate H&S induction training.
- 4.9 First aid provision is adequate.
- 4.10 Pupils are given relevant H&S information and instruction at their own appropriate levels.

## 5. Teaching Staff [Including supply]

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

- 5.1.1 Effective and appropriate supervision of the pupils that they are supervising.
- 5.1.2 That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- 5.3 That they are conversant with the school's H&S policy and any arrangements specific to their own department. All new staff should receive the policy and sign to say they have read it; all staff should revisit annually
- 5.4 They know the emergency procedures as set out in the Emergency Plan.
- 5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- 5.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.
- 5.7 That they report any defective equipment to the relevant person.
- 5.8 All accidents and incidents are reported and reviewed or investigated.

## 6. Site Manager/Caretaker

All staff are responsible for reporting any item of equipment that is faulty or deemed unsafe to the School Business Manager/Headteacher. The School Business Manager/Headteacher will ensure:

- 6.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- 6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to

prevent danger.

- 6.3 That periodic H&S inspections are carried out at a timescale agreed by the Resources Committee, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. (These are currently carried out with the Bursar, and a Governor.)
- 6.4 That persons they supervise only undertake work for which they are competent.
- 6.5 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.
- 6.6 That all staff work in accordance with safe working practices issued by the school, the County Council etc.

## 7. Health and Safety Co-ordinator

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

- 7.1 Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary.
- 7.2 Overseeing and supporting the school's Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies.
- 7.3 Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- 7.4 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 7.5 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.
- 7.6 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- 7.7 Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- 7.8 Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- 7.9 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- 7.10 Ensuring that all staff are kept informed of the names and details of those persons



appointed to provide competent health and safety assistance.

## 8. All Employees [including temporary and volunteers]

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

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

- 8.1 Participate in the school's risk assessment process and comply with findings.
- 8.2 Report any defects in the condition of the premises or equipment of which they become aware.
- 8.3 Report all accidents/incidents in accordance with the school's procedure.
- 8.4 Be familiar with the procedure to be followed in the event of a fire/emergency.
- 8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- 8.6 To follow all relevant codes of safe working practice and local rules.
- 8.7 To report any unsafe working practices to the Headteacher.

## 9. Staff Safety Representatives (if applicable)

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:

- 9.1 To investigate potential hazards and to examine the causes of accidents in the workplace.
- 9.2 To investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work.
- 9.3 To make representations to the Headteacher on matters affecting the health, safety and welfare of employees.
- 9.4 To carry out workplace H&S inspections, subject to reasonable notice to their line manager.
- 9.5 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.

Names of Trade Union appointed Safety Representatives (if any)

Name	Union	Area Covered
None appointed.		

## 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

Arrangements for processing visitors, protecting the site, emergency procedures following a security alert. Door: control, school's expectations of staff.

There are key coded magnetic locks or coded padlocks on all external gates and interior 'blue gates'. These are kept locked during the school day other than at break and lunchtimes when there is adult supervision of pupils outside.

There is a secure door entry system on the front door. The code is only known by members of the school staff and is changed annually and/or when a member of staff leaves the school. External doors (other than the Y1/2 cloakroom door which is within the blue-gated area, Wren Classroom door and the hall door) are kept closed during school hours.

#### Before school – by Cleaners

Depending on the weather, the cloakroom doors are left ajar using the metal bar at the top of the door ready for the children's arrival at school and at playtimes.

At 9am the Headteacher or Senior Leader shuts all gates which locks them. Late arrivals must use the main front entrance to gain entry and report to the office.

#### Morning playtime

Duty staff must check to make sure all doors are securely shut at the end of playtime and that the blue gate is closed and padlocked.

#### Lunch play

The hall door onto the field is also to be kept open during the day.

Once the children have all returned to class, the midday supervisors are responsible for ensuring doors are shut and the blue gate is padlocked ready for afternoon school to begin.

## After school

Each class has an exit door at home time where the children are collected by their parents/carers. If no one is there for the children they are taken to the foyer area to wait for their parent. A member of the Office Staff is also informed that they are waiting there.

Anyone using the doors outside of the above times e.g. for outdoor P.E., is responsible for the opening and re-securing of the door(s).

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

All accidents should be reported to the appropriate member of staff (eg class teacher, midday supervisor) and to the School Office as soon as possible after they occur. The Accident Book is kept in the School Office.

In the event of a serious accident an ambulance will be called and the parents/guardians will be notified. The Headteacher will be notified as a matter of course. In the absence of the parent/guardian, an adult member of staff will accompany the child to hospital and will remain with the child until a parent/guardian arrives.

### **3. Asbestos**

The Asbestos Survey is kept in the School Office. It is shown to contractors, who are requested to sign it, and a copy is on the staff room noticeboard.

### **4. Contractors**

With large projects, contractors are chosen from tenders using best value principles under the guidance and advice of a project manager. For other work, this is undertaken after consultation with the Headteacher and Bursar after a site inspection and as far as possible is carried out after school hours.

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

Risk assessments are carried out for all off-site activities and are the responsibility of the Educational Visits Co-ordinator.

Off site activities include swimming at Dorking pool and walks to the local recreation park to use the equipment. Further afield visits may include the Brighton Toy Museum, Florence Nightingale Museum and also residential of one or more nights to places such as High Ashhurst and the Brecon Beacons and sport events. All these trips are subject to risk assessments. Parental consent is always obtained beforehand.

### **6. Drugs & Medications**

- A list of the children with medical needs is displayed on the inside of the First Aid cupboard door in the school office giving details of any treatment that may be necessary

- NO child may be sent home without the permission of the Headteacher or a senior teacher in the Headteacher's absence
- All staff should be first aid trained and hold current first aid certificates
- Ensure that all injuries, bumps to heads and possible breaks to limbs are recorded in the accident book in the School Office, relevant forms are completed and on-line reporting carried out as appropriate. All bumps to head should be followed up with a head bumped note to the child's parent
- Class teacher to be notified as soon as possible of any injuries
- Only prescribed medicines are to be administered unless exceptional circumstances at the Headteacher's discretion
- All prescribed medicines must be kept in the Medical Room or the fridge (inside the medical room), where medication can only be administered by with parents written permission
- First Aid bags, kept in the first aid cabinet in the Medical Room are available and must be taken on any school trips.
- Individual pupil bags should be taken on any trips/events outside of the school.

There is a separate policy on the administration of medicines which should be read in conjunction with this policy.

Children with medical needs will have individual care plans agreed by the family, school and medical personnel to ensure the children's needs are fully met. All relevant staff receive appropriate training e.g. Epi-pen.

Children with food allergies wear lanyards in the dining hall and their photographs are on display in the kitchen and medical room.

## 7. Electrical Equipment [fixed & portable]

Electrical appliances are inspected periodically as appropriate by a qualified person and fixed electrical equipment every five years under the LA SLA. Staff bringing their own equipment to school are responsible for ensuring it is safe to use and has a valid Portable Appliance Test Certificate if over 12 months old. (This equipment can be included as part of the school's annual PAT inspection.)

## 8. Fire Precautions & Procedures (and other emergencies )

*[Who is responsible for undertaking & reviewing fire risk assessment, frequency and*

### The Fire Wardens are:

- Class teachers
- Any other personnel

For procedures, assembly areas etc., see The Fire Book which is located in the School Office and Staff Handbook.

For maintenance and regular fire equipment checks please refer to The Fire Book which is located in the School Office and the Fire Book Assessment file in the Headteacher's room.

**9. First Aid**

All staff in daily contact with the children are trained First Aiders and receive re-training every 3 years. The Admin Assistant, Miss Victoria Walford and Finance Assistant, Mrs Alex Warsop are the Primary First Aiders and is responsible for checking and restocking supplies

There are First Aid supplies in the Medical Room. Midday supervisors and staff supervising at breaktime are equipped with basic first aid supplies for minor playground accidents.

The Accident Book is kept in the School Office.

In the event of a serious accident an ambulance will be called and the parents/guardians will be notified. The Headteacher will be notified as a matter of course. In the absence of the parent/guardian, an adult member of staff will accompany the child to hospital and will remain with the child until a parent/guardian arrives.

**10. Glass & Glazing**

All new glazing and replacement glazing complies with current regulations at the time.

**11. Hazardous Substances**

Cleaning and caretaker's supplies including hazardous cleaning substances, are safely stored in a locked cupboard. Data sheets for these substances are kept in a file in the Site Managers/Cleaners cupboard

**12. Health and Safety Advice**

The school uses the services of the Local Authority to obtain competent advice on health and safety.

**13. Housekeeping, cleaning & waste disposal**

The school has arrangements for weekly general and food waste collections and bi-weekly collections of waste paper and card.

**14. Handling & Lifting**

Relevant training is given to staff as and when appropriate and advice is given in the Staff Handbook, issued to all staff annually.

**15. Jewellery**

Children should not wear jewellery to school. In the interests of safety, the wearing of any jewellery, including earrings, is not permitted during PE lessons.

For all movement activities earrings should be removed. This is best done by the child or the parents before coming to school on that day.

**16. Lettings/shared use of premises**

Please refer to the Lettings policy which complies with SCC guidelines on H&S.

**17. Lone Working**

Should staff be working alone at school they should ensure someone else knows they are there and the expected finishing time. Leadership Team members text the HT when they arrive at the school when they are working alone and text when they are leaving. The Leadership Team do aim to avoid working alone wherever possible. The Headteacher texts a family member when they are working alone before entering the building and when they have left. The site manager informs a family member and leaves their car visible from the playground when they are working alone.

**18. Long Term Evacuation Plan**

The school has a separate Emergency Plan which should be read in conjunction with this policy.

**19. Maintenance / Inspection of Equipment**

- \* Risk management are consulted as and when necessary otherwise on a three year cycle.
- \* Fire Safety Equipment check annually.
- \* P.E. Equipment check annually.
- \* Electrical Equipment e.g. computers, urn etc checked periodically.
- \* Fixed Electrical Equipment e.g. wiring, sockets, checked every 5 years.
- \* Fire Alarm System check six monthly.
- \* Fire Extinguishers check yearly.
- \* *All activities carried out by qualified personnel.*

**20. Monitoring the Policy**

The Full Governing Body and Headteacher are responsible.

**21. Personal Protective Equipment (PPE)**

The Headteacher and School Business Manager are responsible.

**22. Playground Safety**

There are a minimum of two staff on duty outside at break times and lunch times. All staff on duty have a responsibility to check for broken equipment and remove this or cordon off the area. PE indoor and outdoor equipment are inspected annually and to a lesser degree during termly health & safety inspections.

**23. Reporting Defects**

All hazards or defects should be reported to the Headteacher or School Business Manager.

**24. Risk Assessments**

The Headteacher is responsible.

**25. School Trips/ Off-Site Activities**

The Educational Visits Co-ordinator is responsible. Please see the Educational Visits Policy.

**26. School Transport**

On occasion staff are required to transport children short distances to events. Parents are informed and permission obtained. Staff comply with the statutory requirements regarding seatbelts/car seats/booster seats and are required to have the appropriate licence and level of insurance cover before transporting children. It is now illegal for parents to smoke with their children in the vehicle, any parents seen doing this will be warned that action may be taken. The school also has use of a minibus for transporting pupils which has seat belts. The minibus is only driven by adults with the appropriate licences who have DBS clearance.

**27. Smoking**

The whole school site is a non-smoking site.

**28. Staff Consultation**



The termly H&S inspection gives staff the opportunity to raise concerns. In addition weekly staff meetings as well as an "Open Door policy" enable staff to voice concerns and put forward suggestions.

**29. Staff Health & Safety Training and Development**

Initial induction includes a walk and talk by the Headteacher, copies of relevant policies and the opportunity to attend appropriate training.

**30. Staff Well-being / Stress**

The school subscribes to the LA Employee Assistance Programme and the Occupational Health Scheme.

Through regular termly performance management meetings with all staff members it is hoped that any issues relating to stress/well-being/workload will be discussed. The content of these meetings is confidential between employee and line manager.

The philosophy throughout the school is to maintain a healthy work/life balance set down in the school's own Wellbeing Policy

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

Children are appropriately supervised at all times be it within the classroom or outside. For special trips/outings the pupil teacher ratio is increased to help ensure children's safety and well being.

After school clubs, run by outside providers, take place whilst school staff are on the premises. All adults who have contact with the children are required to be DBS checked.

**32. Swimming Pool Operating Procedures**

The school does not have a swimming pool.

**33. Use of VDUs / Display Screens**

Office staff are made aware of the need to have regular breaks from their workstations/VDUs and are advised to have two yearly eye tests.

**34. Vehicles on Site**

On site traffic control

All vehicles, staff and visitors, are expected to reverse and park to avoid reversing on exit.

Staff may park within the white lines but are not expected to arrive between 8.45 and 9.00 when children will normally be arriving. Parents arriving before 8.45 to drop children (eg at clubs or Early Birds) are expected to supervise their children and escort them into the school.

A one way system operates before school whereby cars enter through the main gate, drop off child/children within the semi-circle of cones, and exit immediately along the drive.

Parents are allowed to drive into the school grounds and park prior to 3.10pm at which point the main gates are closed and the gates at the end of the drive are opened. All drivers must then exit the school premises via the driveway.

### **35. Violence to Staff / School Security**

Please see Part 3, section 1 on Access Control

All visitors, including contractors, are required to sign in and out at the school office and to wear a School Visitor lanyard whilst they are on school premises.

### **36. Working at Height**

Stepladders in-use

Short duration work (maximum 30 minutes)

Light work (up to 10 kg)

Do not work off the top two steps (top three steps for swing-back/double-sided stepladders) unless you have a safe handhold on the steps

Avoid side-on working

Do not overreach – make sure your belt buckle (navel) stays within the stiles and keep both feet on the same rung or step throughout the task

### **37. Work Experience**

Work experience students are given a walk and talk H&S guide by the Headteacher.

All students are fully supervised and not left to work alone or alone with children.

Students operate the photocopier, laminator etc. under guidance.