



# 2019 Health, Safety and Welfare Policy & Arrangements For Hamsey Green Primary School and Surestart Children's centre.

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

# **Health, Safety & Welfare Policy & Arrangements For**

**Hamsey Green Primary School**

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 Hamsey Green Primary School:

- Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors to the premises.
- 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 & 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 & 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.

*Signature:*

*Signature*

**Chair of Governors**

**Date:**

**Headteacher**

**Date:**

## **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 Hamsey Green Primary 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:

- 1.1 Include health and safety targets in the School Development Plan.  
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 a Governor (H&S) as a 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 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.
- 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 & 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:

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, (*Core risk – Access control, playground safety, computer/DSE, manual handling, working at height, contractors, electrical safety, lone working and educational visits*).
- Appropriate control measures are implemented, 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 & 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

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)
- 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.

- 2.7 Adequate and easily retrievable health and safety training records are available and up to date.
- 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.
- 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 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. a 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**

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

### **4. Line Managers**

Managers in charge of Curriculum Areas/Departments (including the After School Club and Children's centre)/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:

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

## **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 Effective and appropriate supervision of the pupils that they are supervising.
- 5.2 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.
- 5.4 They know the emergency procedures.
- 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.
- 5.9 Train the children in hygienic habits and safety consciousness around the school.

## **6. Premises Manager**

The Premises Manager is responsible to the Headteacher/School Business Manager, and in particular 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 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&S Officer etc.)
- 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.

The Premises Manager should remain vigilant regarding Health and Safety matters at all times. The Premises Manager should carry out weekly inspections of the premises and equipment and report any concerns to the School Business Manager.

The Premises Manager will respond to items raised by the Headteacher and School Business Manager.

## **7. 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:

- 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 & 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 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.

## **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:

- 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 their Line Manager.

## 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

#### **10. Health and Safety Personnel**

Headteacher – Mrs N Mace

Assistant Headteachers – Mrs K Jordan, Mrs L Ali, Mr J Boffa

Governor Representatives as determined annually by the full governing body.

Premises Manager – Mrs J Smith

Caterer in charge – Mrs H Runc.

Health & Safety Officer - Mrs T Vidal

## **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:

Any practice or condition that is likely to have an adverse effect on health and safety of personnel, or damage to equipment or property, is to be reported to the Head. Such reports are to be recorded.

### **1. Access Control/Security**

All visitors to the school are admitted through the main school offices/after school club building/children's centre entrances which are fob/electronically controlled. All visitors must sign in and wear a visitor badge.

Visitors to the After School Club and Children's centre gain access via a bell/intercom

Members of staff must not allow unauthorised access to the school by admitting visitors when they use their fobs to access the site.

The Premises Manager will ensure all external gates and doors to the site are secure at all times.

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

Any accident or injury is to be reported to the **School Business Manager** or to the Headteacher by the person or persons involved in the accident and entered in the accident report book. The procedures in the LA's Health and Safety Manual will be complied with.

- All significant accidents or incidents that are considered to be dangerous 'near miss' situations are to be reported to the School Business Manager.
- The Health & Safety Officer is to carry out an immediate investigation into the incident in order that the cause of the accident can be identified and measures taken to prevent a recurrence.

- Investigations such as these are essential in order that accidents, damage to equipment and property and losses are kept to a minimum.
- All contractors must ensure that accidents involving their personnel are reported to the Health & Safety Officer of the school as well as their own reporting chain.

### 3. Asbestos

The asbestos register is provided by Surrey County Council and it is kept in the school office. The Premises Manager will ensure that contractors consult and complete the log before any work commences.

### 4. Contractors

It is the responsibility of contractors and their employees to read and comply with the school health and safety policy and comply with health and safety advice and regulations.

Contractors working within the school are required to comply with the working rules as issued by this school. Any breach of these rules is to be reported to the Headteacher or Health & Safety Officer.

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

**Employees and Pupils.** Employees and pupils have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the school, contractors and members of the public. They are requested to co-operate with supervisors, line managers, safety representatives and the Health & Safety Coordinator, and adhere to safety guidance given in helping to maintain standards of health and safety within the school.

#### **Pupils are expected:**

- To observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous)
- To observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- To use and not wilfully misuse, neglect or interfere with, things provided for his/her safety.

NB: All pupils and parents should be made aware of the contents of this section.

#### **Employees: Safety Representatives.**

It is the responsibility of safety representatives to make such proposals as they see fit with regard to methods of achieving improvements in health and safety aspects in their areas of responsibility.

### **Out of school visits and activities**

All personnel that arrange or actively participate in school visits or out of school activities must follow the procedures in the LA's Guidelines for Educational Visits and Outdoor Activities.

Any volunteers not DBS checked should not be in sole charge of children.

## **6. Drugs & Medications**

### **Pupils**

Medicines are generally only to be administered by members of the Admin team and where possible two people should be present.

Parents must complete a permission form. These are stored in the school office. A copy of the full policy on the administration of medicines is stored in the Pupils' Health file in the school office.

Governors recognise the lack of space for sick children. Parents are, therefore, notified immediately and the children sent home. Each child has an alternative number for contact in an emergency.

### **Adults**

Should any adult in school require medication to be administered for serious conditions then they are required to supply this with full written instructions to the Headteacher. Volunteers are asked to disclose this via the School's Volunteer Policy.

Medical emergencies relating to notified conditions should be treated first according to any instructions supplied unless the situation is deemed to warrant a 999 call. The emergency services will be called to treat all other medical emergencies including those notified to the school but without the provision of medicine or instructions.

## **7. Electrical Equipment [fixed & portable]**

Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.

Where 13 amp sockets are in use only one plug per socket is permitted.

The protective outer sleeve of electric cables is to be firmly secured within the electric plugs.

Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be asked to re-wire the plug correctly.

Electrical equipment that is known to be or suspected of being faulty must not be used.

If electrical equipment becomes faulty whilst it is in use it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected.

The Site Manager will ensure inspections are arranged as necessary - Portable appliance testing will be carried out every two years and fixed wiring testing will be done every five years. .

All electrical appliances should be visually inspected before use by the person operating them. Defective items should be reported to the Premises Manager.

Members of staff are not allowed to bring personal electrical items for use in school.

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

It is the duty of all members of staff to familiarise themselves with the procedures in the Fire Book at the beginning of every academic year and when necessary and to carry out the procedures as prescribed in the Fire Book.

Fire evacuation procedures and assembly points are displayed on the wall in every area.

Fire evacuation procedures, fire prevention training and fire alarm testing is to be carried out in accordance with current legislation.

The Premises Manager will maintain the equipment register in the Fire Book (testing of call points etc.).

The Headteacher will ensure fire drills are carried out in accordance with guidelines.

An annual risk assessment is carried out and reported to the governing body.

## 9. First Aid

If anyone should become ill or suffer injury as a result of an accident, the procedures below should be followed.

- a) First aid should be rendered, **but only as far as knowledge and skill permit**. The patient should be given all possible reassurances and, if absolutely necessary, removed from danger.
- b) Members of staff receive First Aid training pertinent to their role within school ensuring good distribution of skills across the school.  
First Aid boxes can be found in the Main Office, Staff Room and Reception/Year One block and After School Club.  
In the Children's Centre the First Aid box can be found in the First Aid cupboard in the Main Room.
- c) Transport to hospital: if an ambulance is required, the emergency '999' service should be used.

- d) Accident forms: as soon as possible after the incident every case of injury or accident must be fully and accurately reported on the appropriate accident form and, where possible, detailed statements should be obtained from witnesses. Accident forms are obtainable from the offices on either site. Completed forms should be passed immediately to the Head. An accident form must be completed for all accidents (to employees, pupils, members of the public), however minor, and an entry must be made in the accident register (forms B1-510, published by HMSO), which is kept in the School office. Incidents are reported online to Surrey County Council after having been reviewed in school by the Health and Safety Co-ordinator.

## **10. Glass & Glazing**

Glass in external doors and windows is safety glass.  
Internal glass replacement when required is to be safety glass.  
Replacement of glass to be assessed by risk assessment in conjunction with SCC Health and Safety advisor.

## **11. Hazardous Substances**

When using harmful substances, whether they be material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.

No new materials or chemical substances are to be brought into use unless a COSHH (Control of Substances Hazardous to Health Regulations 1994) assessment has been carried out and clearance given for use by the Health & Safety Coordinator. The user department is to be in possession of a Safety Data Sheet.

Work involving lead or asbestos is not to be carried out under any circumstance without reference in the first instance to the Health & Safety Coordinator, who will follow procedures as outlined in the LA Health and Safety Manual.

## **12. Health and Safety Advice**

All personnel, including the Headteacher, teachers, supervisors, Premises Manager, cleaners, kitchen staff etc., controlling the use of machinery must be familiar with and comply with appropriate legislation. The school will appoint a trained health and Safety Co-ordinator. The school purchases a Health and Safety Service Level Agreement from Four S. Additional arrangements will be appended as they are developed out of risk assessments carried out in accordance with this policy.



## **Skin care**

To reduce the risk of dermatitis, oil acne or skin cancer, always avoid unnecessary skin contact with oils and chemicals. Always wear gloves and protective clothing where necessary.

Do not put oily or chemically soiled rags in pockets.

Always change clothing if it has become contaminated with chemicals, flammable liquids or oils.

Where noise cannot be controlled at source all personnel are to wear protection in areas where high noise factors exist. These areas are to be designated with the approved warning signs.

## **Legionellosis**

The primary aim is to prevent the build-up of the Legionella Pneumophilla organisms in water systems and to prevent inhalation of infected water droplets.

Control measures are as follows:

All showers are to be cleaned monthly, or after more than one week's non-use, to prevent slime, corrosion and scale build up. This will involve dismantling the showerheads to All showers are to be turned on and left running for five minutes weekly (Premises Manager).

clean and disinfect inside the spray nozzle (Premises Manager).

The water temperature is not to be below 20°C or above 55°C and this is to be checked monthly (Premises Manager).

Records are to be maintained of all cleaning and temperature checks carried out (Premises Manager).

Water tanks are to be inspected annually.

Records are to be maintained of any maintenance, water treatments or disinfections.

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

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clear of obstacles.
- Do not obstruct emergency exits

### **14. Handling & Lifting**

Personnel are not to lift, drag and push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.

**15. Jewellery**

See Uniform Policy. (Surrey guidance)

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

The 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 is carried out by the School Business Manager.

**17. Lone Working**

See Lone Working Policy

**18. Long Term Evacuation Plan**

See Emergency Plan

**19. Maintenance / Inspection of Equipment**

Maintenance of equipment is in line with SCC policy.

**20. Monitoring the Policy**

Workplace inspections - Premises manager – half termly report and weekly visual inspections

Monitoring of policy – Headteacher.

Monitoring accident reports/trends and complaints – Headteacher.

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

Selection of equipment which is suitable, arrangements for periodic checking and maintenance of equipment, ensuring proper use, supervision, PPE to be provided free of charge where risk assessment determines to be necessary.

**22. Playground Safety**

Pupil/staff ratio, instructions to staff as determined by the Headteacher. School grounds are inspected daily by the Premises Manager. All P.E equipment is inspected annually through a Service Level Agreement with Surrey County Council Gym maintenance section.

## **23. Reporting Defects**

All defects in hand tools; power tools or any other equipment must be reported immediately to the School Business Manager.  
The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be re-issued for further use until repair has been effected.

## **24. Risk Assessments**

The Health & Safety Officer conducts all onsite Risk Assessments (RAs). All RAs for outside activities are reviewed by the school's senior leadership team.

Responsibility for assessing and controlling risks rests with all personnel within the school.

Risks affecting all schools have been assessed by the Education Department at Surrey County Council and arrangements to control them are recorded in the LA Health and Safety Manual (for schools). Risks specific to the school will be assessed by appropriate school staff in accordance with the policy defined in the manual.

Significant findings and control arrangements for risks assessed by the school are recorded termly during governing body meetings and responded to appropriately. Records of H & S audits are kept in the School Business Manager's office.

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

There is a separate procedure for all trips and off-site activities.

## **26. School Transport**

Where transport for pupils is required and 20 or more pupils are involved, the school will provide a coach. If fewer than 20 pupils are involved, transport will be by the parents of the pupils concerned. If an alternative arrangement is needed, a licensed taxi company recommended by the local authority/district council will be provided.

## **27. Smoking/vaping**

Smoking/vaping is not permitted anywhere on the school site.

**28. Staff Consultation**

Health and Safety audits are carried out annually as a minimum by the Health & Safety Officer and reported to the Headteacher.

All members of staff can raise health and safety concerns with the Headteacher, Premises manager or Health & Safety Officer.

The Health and Safety policy is available on the school website and in the staffrooms.

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

See Induction Policy.

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

The school provides employees with an Employee Assistance Programme which is part of the Induction Process. Employees may obtain additional contact details from the School Business Manager.

Occupational Health – may be contacted by school to discuss any concerns.

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

See Supervision Policy

**32. Swimming Pool Operating Procedures**

N/A

**33. Use of VDU's / Display Screens**

The Health and Safety (Display Screen Equipment) Regulations require employers to assess computer workstations in order to reduce the health and safety risks associated with the use of display screen equipment.

A user is someone who satisfies the majority of the following criteria:

Work often requires the use of a display screen for periods of an hour or longer.

The display screen is used on most days or every day.

The worker has little or no discretion over when and whether to use the display screen.

The job could not be done without the use of a display screen

The ability to use the display screen forms an important part of the workers job description.

For the most part within schools, actual “users” will be identified as administrative support, and line managers.

Each “user” must be assessed in relation to the workstation that they are required to use, and receive sufficient information and instruction, in order for them to use the workstation safely.

Display Screen regulations provide for employers (at the request of a DSE user), to arrange for users eye tests via an optometrist.

#### **34. Vehicles on Site**

Notices advising that the car park is for staff only.

Separate bay for collection of refuse and for deliveries.

Specific rules issued for one-off projects e.g. building works – usually through start-up meetings.

Only those persons authorised, and in possession of the appropriate licence, are to drive vehicles on school business.

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

See Emergency procedure (in Policy folder)

All visitors are requested to sign in and wear identification.

Procedures for an intruder in the grounds are in the Emergency Plan.

All staff must report any incident of verbal or physical violence.

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

When using access equipment such as ladders, crawling boards, etc. the correct equipment is to be used for the job to be undertaken.

Stepladders should always be supported by an assistant.

Always use correct route of access. Do not use short cuts; they can result in serious accidents.

#### **37. Work Experience**

It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school.

Visitors should not be allowed to enter work areas unaccompanied and, where protective clothing is issued for a specific area or task, the same level of protection is to be afforded to any visitor proceeding to that area.

The induction and supervision of students will be delegated by the Headteacher to an appropriate person for curriculum and administration purposes.

## **Conclusion**

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practicable, that working conditions are safe and that the working life of everyone is accident free.

If an improvement or prohibition notice is served by an enforcement officer (e.g. Factories Inspector or Environmental Health Inspector), the Head should immediately advise the appropriate officer at the LA. If a prohibition notice is issued with immediate effect the activities specified should cease forthwith.

Any member of staff noticing a failure to comply with this statement of organisation and arrangements or other advice/guidance issued by the Authority or Head in pursuance of the safety policy should immediately report the circumstances to the Head. The Head should then initiate appropriate remedial action. If it proves impossible for the Head to resolve the matter, s/he should then report the matter to the LA. If no action is seen to be taken the Head should be consulted again and if still no action is taken the member of staff should report the circumstances to the Governors of the school.

Hazardous situations should also be reported immediately and the same procedure followed.

In the event of a major disaster, all members of staff will endeavour to place the safety of the pupils first.

In the event of the absence of the Head, a member of SLT would assume the above responsibilities.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Head and Governors.

## **Review**

A review of the procedures should take place each year at the Summer Term meeting of the full governing body in time for the commencement of the new academic year.