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Health Safety & Welfare Policy & Arrangements for North Downs Primary School

THIS DOCUMENT IS a statement of the aims, principles, policy and arrangements for Health and Safety at North Downs Primary School.

IT WAS DEVELOPED to reflect the guidance from Surrey County Council

IT WAS APPROVED BY Governors in the Autumn Term 2023.

THIS POLICY WILL BE REVIEWED in the Autumn Term 2024.

- 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

The Governing Body and Headteacher of North Downs Primary School:

1. Recognise and accept their responsibilities to provide and maintain a safe and healthy environment, ensuring the welfare of all employees, students, and visitors.
2. Require all managers in the school community to act in accordance with the school's health and safety policy and procedures and require the same of persons that they supervise and take responsibility for.
3. The governing body and Headteacher will provide as necessary, sufficient policy, procedures, arrangements, and supervision, to ensure compliance with all relevant health and safety legislation, and will so far as is reasonably practicable ensure:
 - The maintenance of safe plant and safe methods of work without risks to health.
 - The safe use, handling, storage and transport of articles and substances
 - Effective information, instruction, training, and supervision to keep all staff, pupils, and visitors safe is readily available.
 - The premises for which they are responsible for have safe access and egress for all staff, pupils, and visitors
 - Adequate facilities and arrangements for welfare are provided
 - A positive health and safety culture is promoted, through communication and consultation with employees and their representatives.
 - The safety of visiting contractors, members of public and authorised visitors
4. In support of the above, the governing body and Headteacher will ensure an adequate process for risk assessments for the school to be carried out and the significant findings shared with all relevant persons and incorporated into the school's health and safety procedures.

Over the course of the last year, the school has responded to the huge challenges posed by the Coronavirus pandemic. The school is committed in doing everything we can to support our staff during the coronavirus pandemic, this shall include but not be limited to, providing dedicated support for remote working, mental health and wellbeing, and guidance, instruction, and training for safe working during the pandemic.

Wendy Mumford, Chair of
Governors



Jane Douglass, Headteacher



Part 2:

Organisation and Responsibilities for Health, Safety, and Welfare

The following health and safety organisational structure, and roles and responsibilities are approved by the governing body and Headteacher.

- Employer's responsibilities.
- Surrey County Council as the employer has a statutory duty in respect of health and safety in community and voluntary controlled schools to ensure that premises and people are healthy and safe.
- The responsibility is devolved to the headteacher who has day to day responsibility for staff, pupils, and others, as 'officer in charge' of the premises.
- The headteacher will ensure the overall implementation of this policy

The governing body

Responsibility for the health and safety of pupils lies with the governing body of the school either as the employer of school staff, or because it controls school premises (or both) and approves the health and safety 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 health and safety policy.

The governing body will specifically:

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
 - Revision of policy/procedure
2. Nominate a health and safety governor as the link between the governing body and the wider school community, who will stay up to date with school health and safety initiatives and inform the governing body accordingly.
3. Be informed and updated of Surrey County Council's health and safety policy and receive advice and support from relevant officers of the council, or advisors acting on their behalf.
4. Ensure that health and safety is an agenda item on full governing body termly meetings and receive a termly health and safety report from the Headteacher currently. This report should include information on:
 - Progress of the health and safety targets in the SDP.
 - Accident/incident analysis
 - Relevant health and safety information received from the council or its advisors.
 - Suggestion on future health and safety initiatives.
5. Facilitate any necessary review of the school's health and safety policy and procedure as may become apparent through the strategies above.
6. The governing body will take all reasonable measures to ensure that:
 - The premises and equipment on site are safe and do not put the health or safety of staff, pupils, or visitors at risk while they are on the premises
 - They will make adequate provision for maintenance of the school premises and equipment

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 health and safety. They will advise the Council/governors of any health and safety issue where their support or intervention, either through system or finance, is necessary and appropriate to affect the requirements of this policy. They will ensure that:

1. The contents of this policy is brought to the attention of all relevant persons.
2. A process for risk assessments is applied within the school
3. Appropriate control measures are implemented.
4. Assessments are monitored and reviewed as necessary.
5. There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
6. Appropriate staffing levels for safe supervision are in place.
7. 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
 - Swimming pools, water features and safety around ponds
 - First aid/medical facility and equipment
 - Premises staff equipment
 - Curriculum specific e.g., gymnasium and fume cupboards
8. An adequate needs analysis of health and safety training is undertaken for school staff and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
 - Headteacher health and safety awareness
 - Health and safety induction training (all new and temporary staff including agency)
 - Emergency/fire training for the whole school community
 - First aid
 - Risk assessment
 - Health and safety coordinator
 - Manual handling
 - Working at height
9. Any further specific health and safety training identified by the training needs analysis as being necessary and appropriate will also be considered and carried out.
10. Adequate and easily retrievable health and safety training records are available and up to date.
11. The school secures and maintains an arrangement for obtaining competent health and safety advice as required by the Management of Health and Safety at Work Regulations 1999.
12. A termly health and safety report is provided to governors.
13. The school cooperates and participates in Surrey County Council's health and safety monitoring arrangements.
14. An Educational Visits Coordinator (EVC) is appointed and trained accordingly.
15. Contractors (including catering, cleaning, and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
16. Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
17. Emergency/fire arrangements are formulated and reviewed as necessary and tested at least termly.
18. The fire risk assessment is reviewed annually and/or whenever significant changes or building work might affect the means of escape.

The Headteacher is the responsible person as required by the Regulatory Reform (Fire Safety) Order 2005.

The Headteacher may delegate functions to other staff (e.g., a health and safety coordinator), who may be tasked with the health and safety administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

Deputy Headteachers

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

Other Leaders

Other Leaders in charge of curriculum areas/departments/staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. Line managers will ensure that:

- The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
- All accidents and incidents occurring within their areas are reported, recorded, 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.
- Health and safety inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report is provided to them where necessary.
- The health and safety training needs of staff are identified and the Headteacher informed accordingly.
- Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- New transferred and temporary staff, including agency workers, receive appropriate health and safety induction training.
- First aid provision is adequate.
- Pupils are given relevant health and safety information and instruction.

Teaching staff (including supply)

Teaching staff are responsible for the health and safety of all pupils under their control and must ensure:

1. Effective and appropriate supervision of the pupils that they are supervising.
2. That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
3. They are familiar with the school's health and safety policy and any arrangements specific to their own department.
4. That emergency procedures in respect of fire, emergency evacuation, emergency lockdown and security, and first aid are carried out.
5. Where relevant, that all personal protective equipment (PPE) is suitable and in good condition prior to issue and removed from use if found to be defective. PPE must be properly looked after and stored when not in use, e.g., in a dry, clean cupboard. If it is reusable it must be cleaned and kept in good condition.
6. Where relevant, safety devices such as machinery guards are in good condition, maintained and are used in accordance with good practice, following manufacturer's instructions to allow us to comply with safety legislation.
7. They report any defective equipment to the relevant person, such as the site supervisor/caretaker of the premises team.
8. All accidents and incidents are reported, including near misses, and the correct reporting procedure is followed.

Site manager/caretaker

The site manager/caretaker is responsible to the Headteacher/business manager and will ensure:

1. The removal from service of any item of furniture, apparatus, or equipment which has been identified as unsafe.
2. That any identified hazard is appropriately removed, isolated, or contained as necessary to prevent danger.
3. That periodic health and safety 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 inspections may be carried out with others such as governors, health, and safety coordinator etc.
4. That persons they supervise only undertake work for which they are competent.
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. That all staff work in accordance with safe working practices issued by the school, and the Council.
7. Ensure that all contractors on site are aware of the emergency evacuation procedures and have sight of the school health and safety policy as appropriate to their work
8. Ensure that all contractors view the asbestos register prior to commencing works that may involve working in areas with the potential of disturbing asbestos.
9. Inform all contractors of any known hazards which might affect them whilst at work.

Health and safety co-ordinator

The Headteacher may appoint or nominate a health and safety coordinator to carry out specific functions which may include:

- Having an overview of the school's health and safety policy and arrangements, bringing amendments to the attention of the Headteacher where necessary.
- Overseeing and supporting the school's risk assessment/risk management process and advising the Headteacher of any deficiencies.
- Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- Arranging termly evacuation drills and weekly fire alarm tests etc.
- Advising the Headteacher and/or the Council of any defect in the state of repair of the building or its grounds, 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.
- Coordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning, and grounds staff), visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- Ensuring that all senior managers (including heads of departments) are kept informed of the names and details of those persons appointed to provide competent health and safety advice.
- Carry out health and safety functions in school and maintain an overview of the health and safety organisation and management of the school, and report to the Headteacher accordingly.

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 health and safety responsibilities. All employees must:

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

2. Report any defects in the condition of the premises or equipment of which they become aware.
3. Report all accidents/incidents in accordance with the school's procedure.
4. Be familiar with the procedure to be followed in the event of a fire/emergency.
5. Make use of personal protective equipment provided for safety or health reasons.
6. Follow all relevant safe working practice and local rules.
7. Report any unsafe working practices to their line manager.

Safety representatives

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:

1. To investigate potential hazards, dangerous occurrences and examine the causes of accidents and near misses in the workplace.
2. To investigate complaints by any employee they represent relating to that employee's health, safety, or welfare at work.
3. To make representations to the Headteacher on matters affecting the health, safety, and welfare of employees.
4. To carry out workplace health and safety inspections, subject to reasonable notice to their line manager, and present findings to the Headteacher.

If two or more union-appointed health and safety representatives request in writing that you set up a health and safety committee, you must do so within three months of the request.

Names of trade union appointed safety representatives (*if applicable*): none currently.

Health and safety committee

The school operates a flat committee structure in its governance arrangements. As such Health & Safety is monitored through the Full Governing Board meetings.

Part 3:

Arrangements and Procedures for Health, Safety, and Welfare

The following arrangements relate to local procedures and relevant documents in place that are used in the management of health and safety within the school by staff. The arrangements and procedures 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. Arrangements that are detailed in existing policies are referenced under the relevant section.

1. *Accident and near miss reporting, recording and investigation*

All accidents are to be recorded using Evolve, the online First Aid recording system. Accident / incident reports are made through OSHENS (surreycc.oshens.com/Login/Default.aspx) including reporting RIDDOR when required. Guidance is available on the Surrey Education Services website (surreyeducationservices.surreycc.gov.uk). Queries are directed to the SRM team at srm.hands@surreycc.gov.uk.

2. *Asbestos*

The Headteacher is responsible for compliance with best practice concerning asbestos. The asbestos registers can be found in the offices on each site. The caretaker has attended an Asbestos Awareness briefing, and understands the procedures, especially as concerns contractors and works in school.

3. *Contractors*

For building repair and improvement projects most contractors are provided by SCC via the buyback system. Small jobs are occasionally undertaken by known local tradesmen. All jobs are supported by a risk assessment and public liability insurance

4. *Control of safe handling and use of hazardous substances*

An annual survey of substances stored in school is organised and the COSHHE binder at each site is updated accordingly. Contract cleaners and caterers provide their own substances, which is stored in locked cupboards. Staff are discouraged from bringing in substances from home.

5. *Curriculum safety*

The school requires teaching staff to undertake suitable (written) risk assessments prior to commencing hazardous activities, to specify staff qualification requirements to teach certain activities, and to refer to any health and safety publications adopted by the school which staff must be familiar with e.g., the Association for Physical Education document "Safe Practice in Physical Education, School Sport and Physical Activity": www.afpe.org.uk

6. *Display screen equipment*

HSE guidance is followed, and workstation assessments carried out to ensure correct controls are put in place to promote wellbeing, ergonomic workstations, and good working practices.

7. *Electrical equipment*

All portable electrical equipment is PAT tested regularly. Fixed wiring is tested 5 yearly. Staff are requested not to bring personal electrical equipment in to school. All faults are reported to the Headteacher or Bursar and then thoroughly examination by a competent person.

8. *Emergency procedures*

Each site will follow its own Emergency Plan in an event of an evacuation. Each plan is site specific, displayed in staff rooms and copies in the SLT offices, and is updated annually.

9. *Fire precautions and procedures*

A Fire Risk Assessment is conducted for each site. This will be reviewed every 3 years, or when significant building works are done. A full fire evacuation drill takes place termly, and findings are reported to Senior Leadership Team for any necessary modifications. Bells are tested weekly, lights

annually. The full systems are tested termly. Assembly points and fire exits are appropriately marked. Extinguishers are provided and appropriately signed. The SENCO is required to make, and distributes as needed, a Personal Emergency Evacuation Plan for each pupil with special physical needs.

10. First aid

The list of qualified first aiders is available from the office, and register of statutory training is kept on the schools' network drive. First aid supplies can be found in or near the offices on each site, small first aid kits are kept in each classroom and grab-bags are taken on any offsite activities.

11. Glass and glazing

All glass in doors, side panels and windows is safety glass, and all replacement glass is of safety standard. Routine part of termly health and safety inspection of the premises includes review of glass status (i.e., chipping, cracking etc)

12. Health and safety advice

Competent health and safety advice is available from SCC's Strategic Risk Management team. Health and safety resources and guidance are available to download from the Health and Safety area on Surrey Education Services website. The Bursar attends termly briefings on H&S and premises. Premises staff attend appropriate briefings and training as required.

13. Housekeeping, cleaning, and waste disposal

The schools premises are to be kept clean and tidy. Contract cleaners clean each site according to the schedule contracted with Solo. Bins are stored safely, and the school recycles paper and green waste.

14. Infection control (COVID-19)

The school follows national guidance published by Public Health England when responding to infection control issues and will encourage staff and pupils to follow this good hygiene practice Arrangements for managing a range of common and important infections including COVID-19 are implemented with guidance available from SCC. The Headteacher is responsible for carrying out and monitoring safe procedures and risk assessments within the school, and communicating to staff, visitors and pupils following guidance changes.

15. Jewellery

No jewellery is to be worn in school with the exception of earring studs where ears are pierced. All such earrings are to be removed for swimming and PE. A non-expensive watch may be worn.

16. Lettings/shared use of premises

All visitors and hirers of facilities are made aware 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, and standard operating procedures. Organisers agree with Headteacher the responsibilities for school fetes and other fund raising events, emergency lighting, public entertainment licenses, etc.

17. Lone working

Lone working may include late working, weekend working, site manager duties, site cleaning duties and working in a single occupancy office. Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available. Staff cannot access the school during the holiday periods without the knowledge or consent of the Headteacher.

18. Long term evacuation plan

The school's Emergency Plan sets out the buddy establishments which will offer shelter in the event of evacuation.

19. Maintenance of equipment

All electrical equipment has a regular PAT test. All fixed wiring is tested in accordance with Surrey schedule recommendations. Kitchen extractor system is tested by Surrey as part of the Commercial Services buy back. PE equipment and playground equipment is tested annually. The fire bells are tested weekly; the fire lights weekly; the whole system termly; the extinguishers annually.

20. Management of medicines

See Medicines Policy.

21. Personal Protective Equipment (PPE)

PPE to be provided free of charge where risk assessment determines it to be necessary. PPE is stored in a safe, secure, and clean environment. Premises staff are provided with appropriate protective equipment, including a hard hat and ear defenders if needed. Premises staff are asked to wear protective footwear.

22. Playground safety

There is a rota of staff supervision at break times. A walkie talkie and first aid kit is provided for supervisors.

23. Risk assessments

The Head or Deputy Head are responsible for preparing exceptional risk assessments. The teachers are responsible for risk assessments for their class activities, both curriculum and extended. The Bursar is responsible for premises and similar risk assessments. Competent advice is available from SCC's Strategic Risk Management team srm.hands@surreycc.gov.uk

24. School trips/ off-site activities

As part of planning school trip, the teacher is responsible for determining who to obtain approval from, when to seek approval from County Council, emergency arrangements, parental authorisation, supervision requirements, first aid provision, etc. Jane Douglass is the school's Educational Visits Co-ordinator. Competent advice and guidance is available from SCC's Strategic Risk Management team.

25. Site security/ visitors

All visitors to school sign in at the office using the electronic recording system or visitor book and are given visitor badges. Surrey contractors are ID checked at reception. External boundary is as secure as practical. Doors are locked where not manned. All staff are required to challenge unidentified visitors. See also Safeguarding Policy.

26. Smoking

No smoking on any site.

27. Staff consultation

Staff are invited to email the Bursar with any H&S concerns, or raise them directly, either with her or another member of the SLT.

28. Staff health and safety training

New members of staff, SCITT and work experience students are given an induction when they join, which covers H&S, fire procedures, safeguarding, confidentiality etc.

29. Staff well-being / stress

The school buys Surrey's employee welfare package (EAP). Staff have many opportunities to express any concerns or difficulties with the Head or Deputy Head. All staff have regular appraisals at which concerns can be raised. The Headteacher actively promotes a good work-life balance, and this remains an area of focus for the school in looking at improving the health, safety, and wellbeing of all staff members.

30. *Swimming pools*

Both Standard and Exceptional Operating Procedures have been adopted and are available at the pool. The PE coordinator is responsible for liaising with the swimming teacher. The procedures adopt the Surrey template. All pool hirers are given copies before their period of use begins.

31. *Vehicles on site*

At Leigh vehicles are separated from the playground by physical markings. No movement is allowed during core school hours. At Betchworth there is no movement of vehicles on site between 8:30am and 1:30 pm (with the exception of the dinner van). At Brockham staff may park on a separate car park, adjacent to but separate from the main building and entrances.

32. *Violence/school security*

The school adopts these rules for maintaining site security; keeping doors shut, controlling visitor access, signing in arrangements, identifying staff who are at greater risk of injury, lone worker policy and any special training requirements. All staff are required to report all incidents of verbal & physical violence to the Headteacher.

33. *Water management (Legionella)*

To comply with legislation surrounding water management as detailed in the COSHH Regulations and Approved Code of Practice L8, a water risk assessment is undertaken by an external specialist periodically, and when significant changes have occurred to the water system and/or building footprint. The external specialist is responsible for ensuring that the identified operational controls are conducted and recorded.

34. *Working at height*

Work at height **should be avoided wherever indicated** by the risk assessment and wherever a suitable alternative course of action is available. Work at height should never be carried out alone and should always be supervised. Low level step ladders are available at each site for staff who wish to put up notices or work. All other working at height is done by premises staff. Pupils and contractors may not use school equipment.