



The following Health and Safety Policy was reviewed, accepted and signed by the Chair of Governors of Grovelands Primary School on October 2016.

Both Walton and Weybridge Children's Centres are managed by Grovelands Primary School. This policy has been aligned to Grovelands Primary school and adopted by Walton and Weybridge Children's Centres in October 2018 to ensure standardisation.

Example:

This policy links to the following:

- Partnership with parents and the local community
- First Aid
- Health and Safety
- Safeguarding/Child Protection
- Equality and Diversity
- Surrey County Councils Looked After Policy

Amendment History

Version/Issue No.	Date	Author	Remarks/Reason for change	Review Date
1	October 2016	Grovelands Primary School	Aligning policy to Grovelands Primary School	October 2017



HEALTH SAFETY AND WELFARE POLICY & ARRANGEMENTS FOR
GROVELANDS PRIMARY SCHOOL

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 (H,S&W) Policy. These schools are welcome to adopt and follow the Surrey County council guidance

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, Executive Headteacher and Head of School of Grovelands Primary School:
 - Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors,
 - Act in accordance with the general health H,S&W policy of Surrey County Council.
 - Require all managers, in the school community, to act in accordance with SCC/School H,S&W policy and procedures, and require same of persons that they supervise and take responsibility for.

2. The Governing Body, Executive Headteacher, Head of School and Centre Managers will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant H,S&W 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 and children’s centres
 - Sufficient Instruction and Training Supervision

3. In support of the above, the Governing Body, Executive Headteacher. Head of School and Centre Managers 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&W procedures.

Signed: 

Name: Mr T Lawless

Chair of Governors
October 2016

Signed: 

Name: Mr A Hayes

Head of School
October 2016

PART 2

Organisation and Responsibilities for Health, Safety and Welfare

The following H,S&W organisational structure, and roles and responsibilities are approved by the Governing Body & Head of School of Grovelands Primary School, Walton and Weybridge Children's Centre.

1. The Governing Body

The Governing Body approves the H,S&W Policy of the school and children's centres and monitors its successful implementation. The Governing Body further ensures, as administrators of the school's and children's centres delegated budget that sufficient and appropriate resources are allocated to implement the H,S&W 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&W) as an H,S&W link between the Governing Body and the wider school community, who will stay up to date with school H,S&W initiatives and inform the Governing Body accordingly.
- 1.3 Be informed and updated of Surrey County Council's H,S&W Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC behalf.
- 1.4 Ensure that H,S&W is an agenda item on full Governing Body termly meetings, and receive a termly H,S&W report from the Head of School and Children's Centre at this time. This report should include information on,
 - Progress of the H,S&W targets in the SDP.
 - Accident/incident analysis
 - Relevant H,S&W information received from SCC or its Advisers.
 - Suggestion on future H,S&W initiatives.
- 1.5 Facilitate any necessary review of the school's and children's centres H,S&W policy and procedure as may become apparent via the strategies above.

2. Head of School and Executive Head

As Senior Manager for the premises, and of all on & off site school related activities, the Head of School is responsible for the day to day management of H,S&W. The Head of School will advise SCC/Governors of any H,S&W 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 Head of School 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 children's centres, and that:
 - All appropriate areas/activities are covered, (*as per "core" Risk Assessment schedule attached, together with any risks identified as specific to the school*).
 - Appropriate control measures are implemented, and that
 - Assessment 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 & 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&W training is undertaken for school staff and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
- Head of School H,S&W awareness
 - H,S&W Induction training (all new and temporary staff)
 - Emergency/Fire Training for the whole school community.
 - First Aid
 - Risk Assessment
 - H,S&W Coordinator
 - Lifting and Handling
 - Working at heights,
- and any further specific H,S&W 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&W advice as required by the management of H,S&W regulations.
- 2.9 A termly H,S&W report is provided to Governors.
- 2.10 The school cooperates and participates in the County's H,S&W 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&W in the absence of the Executive Head and Head of School

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

3. Deputy Headteacher

The Deputy Head of School will take on the above responsibilities in the absence of the Executive Head and Head of School.

4. Line Managers

Managers in charge of Curriculum Areas/Departments/Staff are responsible to the Head of School 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&W inspections are carried out within their areas of responsibility within a timescale agreed with the Executive Head and Head of School, and a report to the Executive Head/Head of School is provided where necessary.
- 4.6 The H,S&W training needs of staff are identified and the Executive Head and Head of School 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&W induction training.
- 4.9 First aid provision is adequate.
- 4.10 Pupils are given relevant H,S&W information and instruction.

5. Teaching Staff [Including supply/agency staff]

Teaching staff are responsible for the H,S&W 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&W 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.

6. Premises Manager/Centre Manager

The Premises Manager is responsible to the Head of School/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&W inspections are carried out at a timescale agreed by the Executive Head and Head of School, 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&W Co-ordinator 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.

7. Health and Safety Co-ordinator

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

- 7.1 Having an overview of the school's H,S&W Policy and Arrangements, bringing amendments to the attention of the Executive Head and Head of School where necessary.
- 7.2 Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Executive Head and Head of School of any deficiencies.
- 7.3 Carrying out, with the Executive Head and Head of School 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 Executive Head and Head of School 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 Executive Head, Head of School or School Business Manager 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&W 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

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/Head of School 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 Head of School on matters affecting the health, safety and welfare of employees.
- 9.4 To carry out workplace H,S&W inspections, subject to reasonable notice to their line manager.
- 9.5 To attend safety committee meetings should they apply.

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	Role	Area Covered
Norman Greig	Premises	Health and Safety Reporting / Remedial

	Manager	Action / Risk Assessment Audits
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10. Health and Safety Committee

The school manages Health and Safety consultation in several ways:

- 1) The Premises Manager has a log book located in the main office for staff to bring any issues to his attention.
- 2) Class teachers annually complete a classroom risk assessment checklist for the attention of the Premises Manager. This checklist identifies any issues in the classroom.
- 3) Relevant risk assessments are completed with the consultation of the staff members involved in the risk assessed area.
- 4) The Governing Body completes a Health and Safety audit on an annual basis.
- 5) The Premises Manager completes regular weekly checklist reviews. Any issues are raised with the Head of School and Business Manager. Further consultation is had with staff if relevant.

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

All visitors report to the school/centre office and sign in and out – they are issued a visitor pass. Staff are expected to challenge any individuals seen not wearing a pass.

Staff use their fobs to enter and exit the school building. The Premises Manager opens and locks the school and the gates as per the school opening times.

2. Accident Reporting, Recording & Investigation

Accidents are recorded under RIDDOR by the Attendance and Welfare Officer and reviewed by the School Business Manager to the SCC's on-line accident reporting system.

3. Asbestos

The Premises Manager is the responsible person for the Asbestos Survey Record, it is located in Premise Manager's office and SBM office.

The Premises Manager is responsible to make sure that contractors and others such as site supervisors etc. have sight of survey and sign the survey prior to starting any work on the premises. Staff are required to report damage to asbestos materials immediately.

4. Contractors

The Premises Manager is the contact person for the contractors working on site and is responsible with providing them with information to enable them to work safely on the school premises.

5. Curriculum Safety (including out of school learning activity/study support)

Teaching and children's centre staff to undertake suitable (written) risk assessments prior to commencing hazardous activities and be familiar with the PE Risk Assessment.

6. Drugs & Medications

No medication can be administered without written consent from the parent. We follow the Surrey guidance manual on 'Young People's Health and the Administration of Medicines'.

7. Electrical Equipment (fixed & portable)

An annual inspection is undertaken by a qualified contractor under the supervision of the premises manager.

8. Fire Precautions & Procedures (and other emergencies)

This is covered under fire safety policy

9. First Aid

The school and children's centre endeavours to train all staff in first aid. The staff list is kept in the school and centre office and new staff are trained when a suitable time can be arranged.

10. Glass & Glazing

All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard, assessment of premises to establish compliance.

11. Hazardous Substances

Hazardous substances include:

- Substances used directly in work activities (eg adhesives, paints, cleaning agents);
- Substances generated during work activities (eg fumes from soldering and welding)
- Naturally occurring substances (eg grain dust)
- Biological agents such as bacteria and other micro-organisms.

The Caretaker and Centre Manager's will use COSHH risk assessment for all the hazardous substances and cleaning agents and store them in COSHH folder.

12. Health and Safety Advice

The school has access to health and safety advice via Surrey CC and Babcock 4S.

13. Housekeeping, cleaning & waste disposal

Cleaning and waste disposal are carried out by the premises staff (including Babcock 4S cleaners, PHS and SUEZ). External bins are kept within the locked school grounds. Shredders are provided for confidential purposes.

14. Handling & Lifting

See Risk Assessment for Manual Handling. The Premises Manager has received full training.

15. Jewellery

Pupils are not permitted to wear jewellery. Pupils returning in the Autumn term with pierced ears are permitted to wear 'plugs' until the ears are healed, during which time they are not permitted to participate in physical activity.

16. Lettings/shared use of premises

Please see the Lettings Policy

17. Lone Working

Please see Risk Assessment Lone Working.

18. Long Term Evacuation Plan

Please see Emergency Action Plan.

19. Maintenance / Inspection of Equipment

The school buys into services for maintenance of equipment.

20. Monitoring the Policy

The Head of School, the School Business Manager and the Premises Manager as the people responsible for the upkeep of the premises, carry out workplace inspections and monitor implementation of policy by staff, accident reports/trends and deal with complaints.

21. Personal Protective Equipment (PPE)

Premises manager and Centre Manager is responsible for ensuring appropriate PPE is worn.

22. Playground Safety

Pupils are supervisors while on the playground at all times. Playground equipment is maintained by contractors and visual checks are carried out by the Caretaker.

23. Reporting Defects

Hazards and defects are reported to the Premises Manager and the ICT Manager by completing the relevant forms. Urgent issues reported verbally for immediate action.

24. Risk Assessments

The Head of School, SBM, Premises manager and Centre Managers are responsible for updating risk assessments. Specific risk assessment should be carried out for staff who have health problems or when otherwise necessary.

25. School Trips/ Off-Site Activities

Please see educational visits policy. The school follows SSC approved H&S Guidelines for Educational Visits.

26. School Transport

The office source appropriate bus companies for trips. Staff are not permitted to use their own cars for pupil transfer.

27. Smoking

Grovelands Primary School is a non-smoking environment. Staff, visitors, volunteers or contractors are not allowed to smoke on the school premises.

28. Staff Consultation

Consultation is carried out using sampling of staff members. All staff can raise health and safety related issues using the relevant forms i.e. building and ground maintenance or IT issues.

29. Staff Health & Safety Training and Development

New staff are to be provided with a copy of H,S&W Policy. Relevant training will be provided as necessary

30. Staff Well-being / Stress

The school buys into an employee assistance programme.

31. Supervision (including out of school learning activity/study support)

Pupils must not be left unattended and staff/pupil ratios should be maintained. All staff and volunteers are subject to enhanced DBS clearance.

32. Use of VDU's / Display Screens

Please see 'HSE working with VDUs' and 'DSE Individual Assessment Form'.

33. Vehicles on Site

Vehicles should be parked in the designated parking spaces.

34. Violence to Staff / School Security

Please see 'Keeping schools safe from abuse, threats and violence' and 'Risk of Violence Assessment and Control'

35. Working at Height

The Premises Manager has received full training in this area. Both the Premises Manager and the ICT Manager have received training on working with ladders.

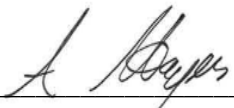
36. Work Experience

Please see 'The Right Start for Work Experience'.

Risk Assessment	Assessment Date	Review Date
Access control	Sep-16	Sep-17
Arts	Sep-16	Sep-17
Computers I'll be doing this next week	Sep-16	Sep-17
Design and Technology	Sep-16	Sep-17
COSHH	Sep-16	Sep-17
Electrical safety	Sep-16	Sep-17
Fire precautions	Sep-16	Sep-17
First Aid	Sep-16	Sep-17
Lone working	Sep-16	Sep-17
Manual handling	Sep-16	Sep-17
Medication/ Infection and Illness	Sep-16	Sep-17
P.E.	Sep-16	Sep-17
Playground safety	Sep-16	Sep-17
Use of electrical equipment	Sep-16	Sep-17
Premises	Sep-16	Sep-17
Science	Sep-16	Sep-17
Sun Protection	Sep-16	Sep-17
Working at Height	Sep-16	Sep-17

Reviewed by the Governing Body: October 2016

Date of Next Review: October 2017

Signed:  Head of School

Signed:  Executive Head

Signed:  Chair of Governors