

WALDRINGFIELD PRIMARY SCHOOL



Health, Safety & Welfare Policy

This policy document has been adopted by the governing body and is signed by the chairperson on its behalf.

_____ (chair of governors)

The head teacher, as the Local Health and Safety Coordinator for the workplace, also signs the policy.

_____ (head teacher)

EDITION NUMBER: 1/18

THIS POLICY WAS REVIEWED BY THE
PREMISES COMMITTEE ON **13.06.18**

General Statement of Intent and Commitment

The governors and headteacher acknowledge and accept that:

1. Suffolk County Council has the prime responsibility for health and safety and that the governing body (management committee in the case of a PRU) and Headteacher have specific responsibilities to manage health, safety and welfare at the school level. These responsibilities must be laid out in the scheme of delegation for the school and are covered in general terms in the county council's scheme of delegation.

They also have responsibilities to fulfill the duties contained in the scheme of delegation and

- To support the published policies and aims of the county council, and
- To promote continuous improvement in the health and safety performance.
- To learn from the experiences of others with the overall aim of updating procedures and arrangements to meet high standards of health and safety management and risk control.

2. The headteacher, as Local Health and Safety Coordinator, must ensure that guidance, codes of practice and other advice from Suffolk County Council are implemented;

3. The governing body must ensure that the headteacher is assisted in implementing the policy, advice and guidance of Suffolk County Council and fulfils its own responsibilities for health, safety and welfare of all those who may be affected by the way the school is managed.

This duty extends to ensuring that:

- working conditions and environment
- substances used
- equipment provided, and
- working methods adopted

do not impair the well-being of any employee, or any other person including clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

This document must be made available to all staff in the school.

Organisation

Task	Name of person responsible	Job title of person responsible
HSW System & Policy review	Buster Todd	Premises Committee
Health and safety committee and/or governor committees	Stuart Currie-Cathey	Governing Body
Communication and information management	Sarah Wood/Nicola Dawson	Headteacher/SBM
Critical Incident Management	Sarah Wood	Headteacher
H&S Training	Sarah Wood	Headteacher
Programmed updating training	Sarah Wood/Nicola Dawson	Headteacher/SBM
Personal safety procedures (also Schoolsafe)	Sarah Wood/Nicola Dawson	Headteacher/SBM
Planned checks Procedures/Premises/Equipment	Buster Todd	Premises Committee
Risk assessments for managed moves, EOTAS and excluded pupils	Sarah Wood	Headteacher
Infection Control	Sarah Wood	Headteacher
Incident reporting/investigation	Sarah Wood/Nicola Dawson	Headteacher/SBM
Coordination of risk assessment work	Sarah Wood	Headteacher
Fire procedures including personal emergency evacuation plans	Sarah Wood/Nicola Dawson	Headteacher/SBM
Locally organised premises maintenance, repair and improvement	Nicola Dawson	SBM
First Aid (training and equipment)	Sarah Wood/Nicola Dawson	Headteacher/SBM
Vehicle control and pedestrian safety	Stuart Currie-Cathey	Governing Body
Educational visits coordinator (EVC)	Sarah Wood	Headteacher
Stress and Wellbeing	Sarah Wood	Headteacher
Child Protection Co-ordinator	Sarah Wood	Headteacher
Supporting pupils with medical needs	Sarah Wood	Headteacher
Premises Security	Sarah Wood/Nicola Dawson	Headteacher/SBM
Contractors on site	Sarah Wood/Nicola Dawson	Headteacher/SBM
Outside lettings	Nicola Dawson	SBM

The Headteacher has responsibility for day-to-day management of health and safety issues and is known as the Local Health and Safety Coordinator.

All staff should have regard to their own health and safety and that of others including pupils, clients, visitors and colleagues. They should communicate any concerns to the appropriate person or to the Headteacher so that hazards can be dealt with quickly.

Health and safety duties form part of the job of every employee.

Arrangements

Health, Safety and Welfare (HSW) Policy Review

The school's HSW policy is reviewed and updated annually (at each review the school will formally adopt the new policy and renew the relevant signatures).

The review process incorporates views from the staff.

Targets are included in the policy document and reflect the school's development plan and any other prime strategic documents.

The school's policy document is displayed openly and discussed with the staff annually, so that all are aware and may comment on the intentions and plans.

Health, Safety and Welfare (Premises Committee)

The school has a termly Premises Committee meeting that considers health, safety and welfare issues.

The school's HSW policy includes adoption of the 9 term plan (see Appendix A).

The committee monitors progress regarding any targets identified in the current edition of the school's HSW policy and other information.

The Terms of Reference for the committee have been reviewed and adequately cover the functions that the school needs for the HSW system to be effective and complete.

The proceedings of the meetings are formally recorded and action points brought forward for review.

The Headteacher presents a termly report in the recommended format for health and safety to the whole governing body (see Appendix B)

The committee reviews the school's incident records for each term, and for each year, to identify any patterns or other indicators requiring management attention.

Governors review the content of the Governors' website (School Governor Centre).

Communication and Information Management:

The School Business Manager (SBM) and Headteacher routinely check for updates to the health and safety guidance.

The school has a system to ensure relevant health and safety information is passed on to the relevant people within the school.

The school health, safety and welfare policy is available to all staff by various means and is posted on the website.

A copy of the "Health and Safety Law – What you need to know" poster is on display in the foyer

The Incident Reporting procedure is in the staff handbook and the accident file kept in the office.

The Headteacher is responsible for physically keeping the "Education Health and Safety – Local Management of Schools" manual up to date.

Critical Incident Management and Temporary Staffing Absences

The county's guidelines are followed and staff aware of the advice. Arrangements are in place to cover the occasional (but foreseeable) absence of key staff so that first aid provision, medical needs and security are maintained, whether due to planned absence, industrial action or 'emergencies' of any kind.

Health and Safety Induction Training

All staff receive appropriate induction training including training that is matched to their specific work and responsibilities. A Health & Safety Induction Checklist (see Appendix C) is followed with new employees.

Routine Updating Training

Training plans for each individual member of staff are updated annually.

The Headteacher considers refresher training for all staff on health and safety matters, including first aid training, at least once every three years. Records are maintained for all health and safety training attended by staff (see CPD file).

Personal Safety Procedures and Control of Violence

Most school staff, but particularly those who may deal with anyone presenting challenging or threatening behaviour, have been trained to the Schoolsafe standard.

The school has a written procedure advising how staff should deal with an incident where an adult has displayed aggressive behaviour or any kind of assault (including verbal abuse). There is a clear policy on reporting and investigating such incidents.

Staff have been advised about the recently published "Dealing with abuse, threats and violence towards school staff" guidance.

Visitors and people entering the building are monitored. They sign in at reception and are issued with a visitor badge and lanyard.

Visitors are clearly directed to use the main entrance to the school. Signs are clear and visible from the outside of the building and from the car park.

School key holders are recorded on a list and the relevant authorities promptly advised of changes to the list.

The school has considered particular arrangements that may be needed to ensure the safety of lone workers and outreach staff. Specific risk assessments have been completed for those potentially higher risk activities.

Planned Safety Checks

Procedures

Arrangements have been made within the school for monitoring health and safety issues. The Premises Committee monitors the progress towards completion of the school's objectives for the year, safety inspections etc.

Procedures have been established to ensure that specific checks are made prior to certain activities ie the member of staff on duty subjects the outdoor play equipment and the playing field to a visual check before first use each day.

Equipment

All equipment (not otherwise covered under other headings) is subjected to a formal, appropriate, programmed and recorded maintenance check:

- All indoor and outdoor sports and play equipment is independently inspected annually. Any new equipment will be suitably sited, with a safety surface, if required.
- The school's water system has monthly hygiene, temperature and legionnaires disease checks.
- Lifting gear, winches and hoists independently inspected bi-annually.
- Catering equipment, including ventilators, is checked through Vertas.
- Ladders, stepladders and mobile scaffold/access equipment
- Door closers, running gear and catches
- Printing and reprographics machines
- Portable Appliance Testing is carried out independently on an annual basis.
- Local Authority advice is followed and the school makes use of the centrally organised contract.
- Staff are aware (and reminded periodically) to undertake a simple and informal visual inspection of any electrical equipment they (or their class) are about to use. Other support staff may perform this task in advance of lessons provided they have been advised of the need.
- Checks are made of the condition of plugs, sockets and mains leads by all staff and reported to SBM if considered faulty.

Premises

The whole school site is inspected once a term by the Premises Committee. Inspections involving Property Advisers ie condition survey reviews and other 'walk-round' visits form part of the school's arrangements for checking the school.

Visual checks on fire exits and routes, fire and/or security alarm systems are undertaken daily.

Infection Control Arrangements in School

The school ensures advice is available for staff on infection control, intimate care arrangements and managing medicines and students with medical needs.

Incident Reporting/Investigation

The Local Authority's incident reporting system is in place.

Procedures have been set up for recording and reporting incidents following the Local Authority's advice. The school ensures that the necessary details are recorded on EVERY incident record before the information is sent to the Local Authority.

All staff have been briefed on when and how to use the school's incident reporting system. The headteacher or SBM checks every incident record before it is submitted to the Local Authority.

Every incident is subject to investigation as appropriate with a view to preventing recurrence. The findings of the investigation are shared with the staff, the LA and other people with a relevant interest.

The school reviews relevant risk assessments after any incident or near miss. The school's Premises Committee periodically reviews the incident history for the school and plans actions to reduce the likelihood of future incidents.

Coordination of Risk Assessment Work

Risk assessments may be required under many circumstances, but in general they will only need to be completed when published guidance or recommended practice is not followed, is not completely relevant to the activity considered, or does not exist. An overview of the school premises and activities may assist with the general risk assessment and indicate the areas for more detailed risk assessment and control work. For some hazards, (including those which require major expenditure) longer term planning may be necessary for adequate risk control measures to be implemented.

For example:

- The school may have limited space for pedestrian and vehicle access, creating a serious incident risk.
- The school field may be partly bounded by a natural hazard such as a thorny hedge or water filled ditch.
- The playground may be used as a car park or waiting area by parents and/or buses. Damage caused by the heavy usage may make the surface unsuitable for sports and play

Risk assessments that are likely to be required due to the need for specific locally arranged precautions:

- First aid arrangements, (numbers of trained staff, level of training and equipment)
- Lone working situations, including custodian security checks and locking up
- In some cases, new students, those returning after a previous exclusion or students transferring from other schools may present challenging behaviour for which the school will need to prepare. A specific risk assessment may be required to assist with identifying measures the school should take to assist staff to cope.
- Staff stress and well-being
- Educational visits and trips
- Tree maintenance
- Display screen equipment/workstations
- Manual handling
- New and expectant mothers
- Level of supervision in playgrounds and for play equipment
- Working at height
- Hinge protectors for doors and gates
- Clinical waste
- Supervision of swimming (on or off site)
- School fetes, drama productions, fireworks displays etc.
- Pedestrian safety where vehicles may be moving

Fire Procedures

A fire risk assessment has been completed and is reviewed annually or whenever there are significant changes to, or use of, the premises.

Notices detailing the evacuation procedure and assembly points are placed around the school, with one in every room.

A personal evacuation plan will have been made for people who may need assistance (for example, wheel chair users) to evacuate the building in an emergency.

An evacuation practice (fire drill) is carried out once per term.

All fire extinguishers are examined during annual maintenance checks.

All staff are trained in the use of fire-fighting equipment and other techniques to enable them to deal with a situation where a person's clothing is on fire.

All staff are adequately trained in fire extinguisher use to enable them to escape in an emergency.

Small & New conduct monthly alarm test.

The details of the alarm and other tests are in a folder in the office. Evacuation drills are recorded in a log book in the filing cabinet. Training is recorded in the CPD file.

Small & New undertake checks of all fire exits and doors on a monthly basis.

Arrangements are in place to ensure no 'hot work' is undertaken in the school without a permit

The fire safety arrangements are comprehensively checked with a competent adviser every year.

Locally Organised Premises Maintenance, Repair and Improvement

Procedures are in place to ensure the Form 13 procedure is followed.

The relevant staff (SBM/Cleaner etc) and governors know the asbestos procedures. They have been advised about the asbestos survey report.

Arrangements are in place to ensure any necessary alterations to the asbestos survey report are notified to the County Council after discussion and assistance from our Property Adviser?

The school procures services (such as catering and grounds maintenance) and ensure that service specifications are adequate and that contractors (or the school's own employees) work to appropriate standards. Risk assessments and safe systems of work are comprehensive and subject to periodic specialist audit. Examples of less common risks that must be controlled are noise, vibration, hazardous substances and pesticides.

First Aid – Training and equipment

The first aid equipment is appropriately located at the centre of the school. Mobile kits are located at the MDSA base.

Lone workers are trained to enable them to deal with their own minor first aid needs and they have ready access to first aid equipment.

The SBM monitors stock levels in first aid kits and ensures maintenance and replenishment is managed.

The procedure for disposal of clinical waste, including incontinence and sanitary waste, is satisfactory.

Records are kept of who is trained, and when their certificates expire. The whole school staff is adequately briefed about the school's first aid provisions. The SBM maintains the list of trained staff which is displayed by the first aid kit.

The Local Authority incident reporting procedures are following and are monitored by the Headteacher and the Premises Committee.

Because the school is located where ambulance arrival times are likely to be long (>30 minutes), relevant staff have access to health centre / GP telephone numbers for emergency use.

First aid arrangements for visits and trips are thought through on an individual basis.

Vehicle Control and Pedestrian Safety

Staff vehicles are permitted to enter and/or park on site – routine deliveries are properly programmed and controlled.

Staff park in the car park, visitors and parents park near the village hall.

Vehicle movement is restricted when children are arriving at the beginning of the day and leaving at the end of the school day.

Supervision is adequate for busy, high risk times such as beginning and end of the school day.

Refuse collection vehicles do not present risks to any pedestrians (staff, pupils, parents etc) on site.

Education Visits Coordinator (EVC)

The current County Council advice is being followed. The Headteacher is the nominated coordinator and has completed LA training.

The school has adopted a policy which follows the model provided by the county council.

Stress and Well Being

The school has taken positive action to manage stress and well-being issues.

The school has undertaken suitable and sufficient stress risk assessments (personal and organisational risk assessments are required)

The school has bought into the well-being scheme and it is working effectively.

Stress and workload management issues are discussed and recorded during routine performance review/appraisal discussions.

Arrangements have been made to provide staff with a free and confidential counselling service, as required by recent legal developments and case law.

Child Protection Procedures

The current County Council guidance is followed and supported by a specific school policy.

Supporting Pupils with Medical Needs

The latest County Council guidelines are being followed.

The school has adopted a suitable policy documenting the arrangements for the administration of medicines and for the management of medicines within the school.

Premises Security and Visitor Safety

Current County Council guidance is followed.

Suitable arrangements are in place to ensure adequate supervision exists when visitors (including parents and children who are not pupils of the school) are present on site.

Contractors on Site

An instruction that contractors should always report to reception is clearly displayed

Contractors are briefed about the school's fire procedures, smoking restrictions, local management arrangements, vehicle movement restrictions etc upon signing in.

Site access restrictions around beginning and end of day are imposed on contractors who make deliveries to the school.

All school staff (including cleaners etc who may be on site earlier or later than teaching staff) are informed of areas to avoid for the duration of the work verbally.

The Headteacher is responsible for monitoring the contractor's safety performance in order to prevent danger to people other than the contractor's staff. This includes checking the contractor's site is adequately fenced, materials are stored reasonably safely, etc. The Headteacher is aware of the need to ensure the contractor is behaving reasonably safely in respect of his/her own staff, ie following common sense safety precautions and avoiding reckless behaviour.

Lettings (see also Lettings Policy)

A list is kept of rooms made available for lettings. These rooms are checked periodically to ensure that they are in a suitable condition for the specific activity that any lettings will involve. Hirers may legitimately request to see the fire risk assessment. They may ask for risk assessments for school use of equipment etc. There is no particular reason why this should not be provided, but the hirer must be aware that they cannot rely on the school's risk assessments for the activities carried out during the letting.

Fire procedures are the same for evenings or other times when lettings take place.

Additional security may be needed when letting the premises.

Information will be provided to inform people who are booking the premises about any necessary health, safety or security information relating to the premises and any equipment that may be used. The hirer will sign to acknowledge receipt of the information.

The school enter into a written agreement with the lessee. Coordination is needed in respect of first aid kits and equipment, fire procedure, telephone access.

9 Term Plan

Term 1	Term 2	Term 3	Term 4	Term 5	Term 6	Term 7	Term 8	Term 9
PLAN Audit H&S policy check	plan major project for next 3 yrs For example do you have a new SEN student coming to the school ?	Check updates to LA guidance Particularly the A to Z guide	DO Review H&S policy check	Site security review	Check updates to LA guidance Particularly the A to Z guide	CHECK Assess H&S policy check	Term 1 audit report - final check for recommendations not yet implemented	Check updates to LA guidance Particularly the A to Z guide Are we better than we were in Term 1?
Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect
Fire drill	Fire drill	Fire drill	Fire drill	Fire drill	Fire drill	Fire drill	Fire drill	Fire drill
Update fire risk assessment	Site security (safeguarding) risk assessment	Local responsibilities for building maintenance under the Property SLP	Update fire risk assessment	Site security (safeguarding) risk assessment	Local responsibilities for building maintenance under the Property SLP	Update fire risk assessment	Site security (safeguarding) risk assessment	Local responsibilities for building maintenance under the Property SLP
Use of external adviser or auditor required this year?	School trips review	Incident and first aid records review	Use of external adviser or auditor required this year?	School trips review	Incident and first aid records review	Use of external adviser or auditor required this year?	School trips review	Incident and first aid records review
Asbestos review with Corporate Property Adviser	Maintenance review with Corporate Property Adviser	Condition survey review with Corporate Property Adviser	Asbestos review with Corporate Property Adviser	Maintenance review with Property Adviser	Condition survey review with Corporate Property Adviser	Asbestos review with Corporate Property Adviser	Maintenance review with Property Adviser	Condition survey review with Corporate Property Adviser
Target setting for H&S policy	Risk assessment update	H&S training review AND H&S promotional work	Target setting for H&S policy	Risk assessment update	H&S training review AND H&S promotional work	Target setting for H&S policy	Risk assessment update	H&S training review AND H&S promotional work

Headteachers Termly Report To Governors - Recommended minimum content

	TOPIC	SUBJECT	NUMBER	ADDITIONAL COMMENTS
1.	Incident reporting	Number of incident report forms completed when a member of staff was the subject		Details of any incidents that have resulted in need for significant follow up, such as incidents which resulted in major injury, Health and Safety Executive or LA investigation, civil claim against school/LA for negligence, revision or writing for the first time of a risk assessment.
		Number of incident report forms completed when student was the subject		
	Schools using the recommended local recording system for minor incidents relating to students	Number of incidents recorded		
2.	Numbers of Inspections	Carried out by/for management (the headteacher, and senior manager with delegated responsibility and/or governing body, health and safety committee, etc)		Bring urgent or serious items to attention of the governing body, particularly where significant financial implications exist or school policy needs to be amended or extended
		Carried out by/for trade union health and safety representatives		
3.	Health and Safety Committee	Report on proceedings with update on items/actions outstanding		Append minutes of any meetings since Headteacher's previous report to the governing body
4.	Health and safety training	Any induction and other health and safety related training undertaken by staff (including, SchoolSafe, first aid, manual handling, subject specific training which included a health and safety element)		This report should include contributions from heads of department or subject coordinators when appropriate
5.	Information received from LA	Codes of practice, LA policy matters, recommended good practice and commendation of national body advice (such as British Standards, Health and Safety Executive guidance, etc), new preferred suppliers and recommendations about health and safety management.		Outline the arrangements the school has made/is making to implement the advice, particularly where significant expenditure may result.
6.	Updates from external consultants and advisers	Reports on h&s audits, inspections, fire risk assessments, etc		Ensure that outcomes of discussions result in records being created containing detail of actions planned in response to the consultant's report(s).

HEALTH AND SAFETY INDUCTION CHECKLIST FOR NEW EMPLOYEES

Name: _____ **Job Title:** _____

Department: _____ **Start Date:** _____

Induction should be completed within one/two weeks of starting. Fire and Emergency procedures should be covered in the first day. When induction health and safety training is completed, the relevant box/es should be ticked. For items not covered, comments should be recorded giving reasons and date for completion. The new starter and person providing the induction should both sign the form and keep a copy.

1. Essentials on commencement, day one	Yes	No	Comments
Tour of the premises to include (as appropriate):			
Cloakrooms, toilets			
Work area			
Location of managers/mentor			
Tea, coffee facilities			
Notice boards, including health and safety notice board			
Staff room, kitchen, lockers			
Location of equipment			
Security of building including codes, keys etc			
Smoking restrictions			
Vehicle and pedestrian access to school premises			
2. Emergencies and fire arrangements, day one	Yes	No	Comments
Fire evacuation and emergency procedures to include:			
What the alarm sounds like			
When tested			
Practice evacuation drills			
What to do if a fire is discovered including fires which start in class)			
What to do when alarm sounds			
Location of nearest fire alarm call points			
Location of nearest fire extinguisher (for information rather than use, unless trained)			
Primary and secondary escape routes from area			
Location of assembly point			
Fire risk assessment and fire emergency written plan			
Name of fire marshals			

3. First aid and incident reporting, day one	Yes	No	Comments
Trained first aid personnel			
First-aid facilities e.g. emergency/eyewash/shower			
The use of the Incident Reporting form for incidents, hazards, work-related injuries and illnesses, fires and near misses			
The use of the minor incident logs			
4. Communication and information management	Yes	No	Comments
Overview of the school's health and safety policy and organisational structure			
Current health and safety priorities for the school – safety policy targets			
Communication and relationships with other departments, schools and Suffolk County Council.			
General health and safety advice, including the schools own guidance and that from the LEA			
Introduction to recognised unions and the local representatives			
Employee problems and concerns - specific duties and responsibilities for the management of staff welfare			
Access to well being advice, counselling and other staff support schemes			
Grievance procedures (as they relate to health & safety)			
Copy of the HSE booklet “ Health and Safety Law - what you should know “, issued			
Housekeeping procedures for policy documents and local rules			
Legal responsibilities and rights			
5. Risk assessments	Yes	No	Comments
Manual handling and lifting – general advice and risk assessment			
Out of hours working and lone working, general advice and risk assessment			
Display Screen Equipment (DSE) assessments, if required			
Materials and substances in use – handling and labelling systems/warning signs. COSHH requirements, risk assessments and health and safety data sheets			
One-on-one instruction and supervision of young and inexperienced workers (and work experience students)			
Initial advice to women of child bearing age about the need for 'expectant and new mothers' risk assessment			
Working at height , general advice and risk assessment			
Arrangements for educational visits			

For certain staff (head teacher, bursar, business manager, caretaker, etc) the arrangements for ensuring the duties relating to asbestos risk assessment management are fulfilled and that the asbestos survey report is available.			
For certain staff (head teacher, bursar, business manager, caretaker, etc) the arrangements for ensuring the duties relating to the legionella risk assessment management are fulfilled, and water temperatures are monitored.			
6. Hazard spotting and reporting			
Information on hazards which are specific to the school, and established controls or precautions.			
Reporting of hazards, the use of the hazard log			
General housekeeping and maintenance of access and egress			
7. General workplace safety			
Safety procedures for machines			
Safe stacking of materials			
Restricted areas and equipment			
Physical examinations relating to statutory maintenance requirements e.g. electrical equipment, fume cupboards and other exhaust ventilation equipment, lifts, hoists and lifting equipment, pressurised systems such as autoclaves and air compressors			
Work permit systems (for example, arrangements for visits and trips)			
Portable appliance testing and use of own equipment			
Preventing slips and trips guidance			
Use and care of personal proactive clothing (PPE)			
8. Training			
Have the health and safety training needs of the new starter been identified?			
List here and health and safety training needs identified and any additional health and safety information required by/ for the new starter.			

Induction provided by: Date:

New starter signature: Date: