



# Farncombe CofE Infant School

## Health Safety & Welfare Policy

*'For God's not given me a spirit of fear, but a spirit of love.'* 2 Timothy 1:2

This policy was last reviewed: Autumn 2022

This policy will be reviewed next: Autumn 2023

Review frequency: Annually

Approved by: Governing Body

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### **Part 1: Statement of General Policy on Health, Safety and Welfare**

1. The Governing Body & Headteacher of Farncombe C of E 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 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.

### **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 Farncombe C of E 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
  - revision of policy/procedure
- 1.2 Nominate a Governor (H&S) as an H&S link between the Governing Body and the wider school community, who will stay up to date with school H&S initiatives and inform the Governing Body accordingly.
- 1.3 Be informed and updated of Surrey County Council's H&S Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC behalf.
- 1.4 Ensure that H&S is an agenda item on full Governing Body termly meetings, and receive a termly H&S report from the H&S governor and the Headteacher at this time. These reports 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
  - 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.
  - 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. an H&S Coordinator) who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

### **3. School Business Manager**

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

### **4. Line Managers**

Subject Leaders are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. In particular Subject Leaders 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 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.

## **6. The Caretaker**

The Caretaker is responsible to the 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.

- 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 (Headteacher/School Business Manager)**

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.

## **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.

### **Part 3: Arrangements and Procedures for Health, Safety and Welfare**

Details of specific procedures can be found in the Staff Handbook. A copy is always kept on the notice board in the staffroom and on staffshare/information. The handbook contains details of reporting accidents and handling potentially dangerous situations.

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. These are subject to regular review and change.

**1. Accident Reporting, Recording & Investigation**

The SBM reports to RIDDOR and to SCC. Minor accidents are recorded on class first aid logs. These are shared with parents via a note at home time. However, where more significant accidents have occurred, parents are informed sooner via email or phone.

**2. Asbestos**

The SBM, in conjunction with the caretaker, maintain the asbestos register. The survey is stored securely in the school office and shared with contractors as appropriate. All staff should report any concerns over asbestos (including damage to asbestos materials) directly to the SBM.

**3. Contractors**

Contractors are generally arranged through SCC, although occasionally a job will be put out for tender or known local contractors will be contacted. The SBM liaises closely with all contractors, arranging site access, keys, sharing of information and safe working practices. Any changes or disruption to the school day due to premises issues are shared immediately with teaching staff.

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

Risk assessments are in place for special events and hazardous activities. There are also risk assessments for fire, site security and the garden. Risk assessments are stored on staffshare.

**5. Drugs & Medications**

The Administration of Medicines policy is stored on staffshare under policies.

**6. Electrical Equipment [fixed & portable]**

PAT testing takes place on an annual basis. Personal items can be tested on this visit. Additional items should not be brought into school unless there are exceptional circumstances (eg. school heating not working). Any defective equipment should be reported to the SBM who will arrange for a replacement or for the caretaker to fix.

**7. Fire Precautions & Procedures (and other emergencies)**

The school is responsible for carrying out fire drills. The H&S link role Governor observes these drills and reports to the FGB. These are reviewed on a termly basis. Assembly points are in front of the canteen building. Escape routes are via fire exits which are clearly labelled. Fire extinguishers are tested on an annual basis. The caretaker tests the fire alarm on a weekly basis, with an additional visit from SCC for maintenance each term.

**8. First Aid**

There are two members of staff with paediatric first aid training: Lyn Stacey and Liz Siviers. All members of staff receive basic bumps and bruises and emergency first aid training from St John's Ambulance on a three year cycle. First aid boxes are stored on

every classroom with additional supplies available from the school office. Each class teacher is responsible for maintaining their first aid box and requesting equipment. In an emergency, an ambulance would be summoned from the school office.

#### **9. Glass & Glazing**

All glass in doors and side panels is safety glass. All large windows were replaced with double glazing in the last fifteen years. Any broken glass should be reported immediately to the SBM.

#### **10. Hazardous Substances**

The school is COSHH compliant, please refer to separate policy.

#### **11. Health and Safety Advice**

The Local Education Office and weekly bulletins from SCC are the school's sources of information for updates on health and safety.

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

The caretaker conducts a daily site inspection on arrival, as he unlocks. The caretaker will spread grit and clear a path through snow as needed. Cleaners work every evening. All members of staff are responsible for safety, so will cordon off wet or dangerous areas and mop up spills as needed. The bins are stored by the George Road wall and wheeled out to Grays Road for collection on a weekly basis. This includes general waste, recycling and food waste.

#### **13. Handling & Lifting**

Please refer to separate policies on intimate care and positive touch.

In general, members of staff other than the caretaker should not lift heavy items. Staff should ask the caretaker (via his jobs book) to move furniture or deliveries as required.

#### **14. Jewellery**

Pupils should not wear jewellery except for stud earring. On occasion children may wear watches, with the understanding that these should not be valuable. Watches should be removed for PE lessons.

#### **15. Lettings/shared use of premises**

The SBM is responsible for organising lettings such as pilates and bootcamp. There is an individual approach to each organisation in terms of security, access and heating. The Friends are given information on school use for their events and are responsible for the secure locking of the school.

#### **16. Lone Working**

All teaching staff have site keys and are able to work with autonomy. In general, the headteacher will lock all doors, leaving the side gate open for cleaners. Any staff still in the main building can then leave through the cookery area fire door which locks when closed. However, there will be times when a teacher or the SBM is working alone. In these conditions, staff should keep a mobile close by and inform another person if they are planning on coming into school during the weekend or in the holidays. Staff should

be mindful of their tasks when working alone and avoid dangerous activities such as climbing on furniture to complete displays.

**17. Long Term Evacuation Plan**

Please refer to the Recovery and Restoration Plan.

**18. Maintenance / Inspection of Equipment**

The SBM and caretaker work together to inspect and maintain equipment such as ladders and tools. Playground equipment and PE apparatus are inspected annually by SCC. The SBM keeps a record of these checks and any action taken.

**19. Monitoring the Policy**

The governing body monitor health and safety via termly visits. These visits are reported to the FGB for discussion and action points. Health and Safety and Safeguarding are standing items on FGB agendas.

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

Visors were made available to all members of staff during the 2020 covid pandemic. Disposable gloves, aprons and masks are available for staff when clearing accidents, helping a child with intimate care or dealing with a suspected covid case.

**21. Playground Safety**

Please refer to the Outdoor Learning Policy and Lunchtime Procedures.

**22. Reporting Defects**

All hazards should be reported to the SBM. If interim measure need to be taken, the relevant class teacher has the authority to move children to another location (eg. library/hall) and seek advice from the headteacher.

**23. Risk Assessments**

The headteacher is responsible for risk assessments and communicating them to staff members.

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

School trips and visits are organised to support whole school topics. Parental authorisation is always obtained and there is always a unique risk assessment for learning off site. The headteacher is the Educational Visits Co-ordinator and organises the logistics in conjunction with the SBM school office staff.

**25. School Transport**

In exceptional circumstances a pupil will be collected from home or driven home. When this occurs, the provision is agreed with parent, the home school link worker and the local education office.

**26. Smoking**

The school site is non-smoking, with no outside location available for staff smoking.

**27. Staff Consultation**

Health and Safety governors visit on a termly basis and report to the FGB. Health and Safety responsibilities are included in the FGB terms of reference. Members of staff can raise concerns over health and safety with the SBM.

#### **28. Staff Health & Safety Training and Development**

New staff receive an induction meeting with the headteacher which includes safeguarding and health and safety procedures. These are included in the staff handbook which is updated annual in January.

#### **29. Staff Well-being / Stress**

The school pays for the Employee Assistance Program which staff can contact at any time. Contact details are shared with staff at least termly. A new wellbeing policy details how this aspect of school is handled.

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

Parents are expected to be responsible for their children before and after the school day. There is a sign to this effect on the canteen wall. During morning playtime there is a member of staff per class and at lunchtime a member of staff per year group plus a general TA for first aid and wellbeing. Children are not left unattended in classrooms, with at least one member of staff being available at all times. Ratios for school trips are 1:8 for KS1 with parent helpers supporting in Reception to reduce this to 1:5.

#### **31. Use of VDU's / Display Screens**

JSPC provides advice on replacing and repairing equipment. Staff should avoid working at a screen for a prolonged period of time without a break. Children should not be sat facing the IWB projectors with the beam into their eyes.

#### **32. Vehicles on Site**

Vehicles other than staff parked cars are only permitted on site as required for contractors. When this is necessary, the SBM, or office staff in her absence, will direct vehicles into the playground during lesson times when it is empty and lock the gates. Vehicles are then cordoned off and children not permitted to enter that section of the playground. Staff may park in the carpark at anytime. Parents collecting from after school clubs, when the site is quieter, may park at collection time in the school carpark.

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

All visitors must sign in and tick to say they have read and understood the safeguarding arrangements. Gates should be locked during the school day (by 9.20 and not opened again until 2.40). Violence to staff should not occur and must be reported immediately to the school office who will inform the headteacher so that specific safety procedures can be put in place.

#### **34. Working at Height**

Kick stools are provided for teachers and TAs. A step ladder is also available. These are stored out of reach of children who are not permitted to use them.

#### **35. Work Experience**

Work experience is arranged through Trident with their risk assessment. Induction is given by the headteacher and supervision is undertaken by class teachers.