

Lingfield Primary School

A Personal Best School



Health and Safety Policy

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.

Date Agreed by Governors	Summer 2024
Review Date	Summer 2025

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

Part 2: Organisation and Responsibilities for Health, Safety and Welfare

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

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

1. The Governing Body & Headteacher of Lingfield 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 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

1. 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.

Signed:

Signed:

Caroline Henry/Cameron Turner **Chair of Governors**

Date:

Cassie Puplett, **Headteacher**

Date:

Part 2:
Organisation and Responsibilities for Health, Safety and Welfare

The following H&S organisational structure, and roles and responsibilities are approved by the Governing Body & Headteacher of Lingfield Primary School.

1. The Governing Body

The Governing Body approves the H&S Policy of the school and monitors its successful implementation. The Governing Body further ensures, as administrators of the school's delegated budget, that sufficient and appropriate resources are allocated to implement the H&S Policies. The Governing Body will specifically:

- 1.1 Include Health and safety targets in the School Development Plan. Targets may include,
 - Provision of facility for health and safety purposes.
 - Reductions in accidents/incidents.
 - Training for Governors/staff, and
 - Revision of policy/procedure
- 1.2 Nominate a Governor (H&S) as 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 Headteacher at this time. This report should include information on,
 - Progress of the H&S targets in the SDP.
 - Accident/incident analysis
 - Relevant H&S information received from SCC or its Advisers.
 - Suggestion on future H&S initiatives.
- 1.5 Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.

2. Headteacher

As Senior Manager for the premises, and of all on & off site school related activities, the Headteacher is responsible for the day to day management of H&S. The Headteacher will advise SCC/Governors of any H&S issue where their support or intervention, either via system or finance, is necessary & appropriate in order to effect the requirements of this policy. In particular the Headteacher will ensure that:

- 2.1 The contents of this policy are brought to the attention of all relevant persons.
- 2.2 A process for risk assessments is applied within the school, and that:

- All appropriate areas/activities are covered, (*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 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. Deputy Headteacher

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

4. Line Managers

Managers in charge of Curriculum Areas/Departments/Staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

- 4.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.

- 4.2 All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the school's procedure.
- 4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- 4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.
- 4.5 H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report to the Headteacher is provided where necessary.
- 4.6 The H&S training needs of staff are identified and the Headteacher informed accordingly.
- 4.7 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. Site Supervisors/Caretakers

The Site Supervisor/Caretaker is responsible to the Headteacher/SBM, and in particular will ensure:

- 6.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- 6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- 6.3 That periodic H&S inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. (These may be carried out with others such as governors, H and S 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 Coordinator

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

- 7.1 Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary.
- 7.2 Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies.

- 7.3 Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- 7.4 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 7.5 Advising the Headteacher and/or County Council of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- 7.6 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- 7.7 Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- 7.8 Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- 7.9 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- 7.10 Ensuring that all Senior Managers (including Heads of Departments) are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

8. All Employees [including temporary & volunteers]

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

- 8.1 Participate in the school's risk assessment process and comply with findings.
- 8.2 Report any defects in the condition of the premises or equipment of which they become aware.
- 8.3 Report all accidents/Incidents in accordance with the school's procedure.

- 8.4 Be familiar with the procedure to be followed in the event of a fire/emergency.
- 8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons
- 8.6 To follow all relevant codes of safe working practice and local rules.
- 8.7 To report any unsafe working practices to their Line Manager.

9. Staff Safety Representatives (if applicable)

Health and safety at work law provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. Where the Governing Body/Headteacher is notified in writing of an appointment, the Safety Representative shall have the following functions:

- 9.1 To investigate potential hazards and to examine the causes of accidents in the workplace.
- 9.2 To investigate complaints by any employee they represent relating to that employee’s health and safety or welfare at work.
- 9.3 To make representations to the Headteacher on matters affecting the health, safety and welfare of employees.
- 9.4 To carry out workplace H&S inspections, subject to reasonable notice to their line manager.
- 9.5 To attend safety committee meetings.

A safety representative is not obliged to carry out any or all of the above functions, and has no legal responsibility other than that which applies to all employees.

Names of Trade Union appointed Safety Representatives (if any)

Name	Union	Area Covered

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

From 9am until 3.15pm the school gates will be closed and visitors can only gain access to the site by the gates being opened by the office staff. All visitors must sign in at the office and will be given a badge which they must wear whilst on site.

All staff are expected to challenge any adult seen on the school site without a badge.

2. Accident Reporting, Recording & Investigation

Incidents are reported to SCC online at www.surreycc-safety.net/scc/ and also recorded in the accident book in the main school office. Minor injuries are recorded in the books in the playground first aid bags and notes are sent home to parents of any children who have bumped their heads. The headteacher is responsible for reports under RIDDOR and for carrying out any investigations.

3. Asbestos

The asbestos register is held by the SBM

4. Contractors

Contracts are offered in line with the purchasing arrangements with the SCC Finance Manual (See also school Finance Policy) Pre start meetings are held at the school with the headteacher, site manager and the contractor. They will agree safe working arrangements, risk assessments, frequency of liaison meetings etc.

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

Risk assessments are discussed with the headteacher and agreed.

- PE co-ordinator keeps up to date with regular reminders
- All extra-curricular activities are managed by school staff and risk assessments are completed where necessary.

6. Drugs & Medications

See medicines leaflet

7. Electrical Equipment [fixed & portable]

PAT testing carried out annually by an external contractor. Fixed installation examination every 5 years by an external contractor.

8. Fire Precautions & Procedures (and other emergencies)

Fire drills carried out termly and reported to governors by the headteacher. Fire extinguishers tested annually where applicable, fire alarm & emergency lighting once a year. Assembly points marked on playground. Fire risk assessment carried out annually by an outside contractor.

9. First Aid

A list of trained staff at office first aid station, training and maintenance of records kept on SIMS, epipen & inhalers & controlled drugs training updated annually. First aid supplies are monitored and restocked by office staff. All medication is kept in the school office. (see medicines information)

10. Glass & Glazing

All glass in new built areas and replacement glass is safety glass

11. Hazardous Substances

No hazardous cleaning products used. Caretaker has a list of cleaning products filed with safety data sheets where appropriate.

12. Health and Safety Advice

Health & safety advice available from Surrey County Council.

13. Housekeeping, Cleaning & Waste Disposal

Cleaning contractor is Paice Cleaning Ltd, one cleaner is employed directly by the school and the site manager. Floors washed outside school hours, warning notice displayed as necessary. Sharp objects disposed of as per instructions from waste disposal company (wrapped in paper and marked as glass/sharps) waste bins located and secured in staff car park. Site manager has supply of salt for snow/ice and responsible for clear paths etc.

14. Handling & Lifting

Staff are told not to lift anything but ask the site manager who has had appropriate training. The only lifting of pupils would be in relation to first aid and would be covered in first aid training course.

15. Jewellery

See school prospectus & Parents Directory

16. Lettings/Shared Use of Premises

See school Letting Policy and Surrey Schools Finance Manual.

17. Lone Working

The caretaker does not work at height or do any electrical work if alone in the building, she always advises another member of staff where she is and what she is doing if undertaking such work.

18. Long Term Evacuation Plan

See school Emergency Plan

19. Maintenance / Inspection of Equipment

The following are inspected/serviced either once or twice a year:

Fire extinguishers, fire alarm, emergency lighting, PE & gym equipment, PAT testing.

See School Emergency Plan for locations.

20. Monitoring the Policy

The policy will be monitored by governors and the leadership team

21. Personal Protective Equipment (PPE)

No need has been identified

22. Playground Safety

KS1 break has a maximum of 120 children with 2 members of staff on duty

KS2 breaks has a maximum of 120 children with 3 members of staff on duty

Lunchtime there are 5 staff covering the main playground and one on the small playground.

A member of the SLT is also on playground duty every lunchtime.

23. Reporting Defects

Governors carry out termly H & S inspections with the SBM & site manager which are then discussed at the next governors meeting. Any member of staff can report hazards or defects to the site manager, headteacher or SBM who will arrange any work required.

24. Risk Assessments

All staff know they have a responsibility re risk assessments in relation to their own pupils health & safety, therefore all staff constantly assess risk situations and discuss with the headteacher as appropriate or if they need clarification

25. School Trips/ Off-Site Activities

Guidelines from SCC are followed at all times, the trip leader is responsible for ensuring the procedures are implemented and undertaking the risk assessment for each trip on Evolve.

26. School Transport

The school does not have any minibuses. When booking coaches for trips only those that provide seat belts are used and pupil/staff ratios followed.

27. Smoking

This is a non smoking site.

- 28. Staff Consultation**
Site manager reports to SBM, who in turn reports to headteacher and governors. Governors carry out termly H & S inspections during which staff can raise issues which are included in H & S report.
- 29. Staff Health & Safety Training and Development**
Induction training is overseen by SBM who also briefs students and volunteers.
- 30. Staff Well-being / Stress**
We buy into the employee assistance programme. We take a flexible approach to requests for absence from work for personal reasons and for medical appointments and recognise that individual staff may need differing levels of support.
- 31. Supervision** [including out of school learning activity/study support]
Pupils are not left in class unattended. Playtimes rotas are clear, more adults on duty for wet play. School trip ratios independently agreed depending on activity and venues etc. enhanced DBS clearance for all including volunteers.
- 32. Swimming Pool Operating Procedures**
There is no swimming pool at this site.
- 33. Use of VDU's / Display Screens**
All staff regularly move away from VDU's, any concerns can be reported to bursar or headteacher. Faults are reported to IT co-ordinator.
- 34. Vehicles on Site**
All large vehicles & deliveries are restricted to car parks which are fenced off from pedestrian areas. No access to playground or field during playtimes.
- 35. Violence to Staff / School Security**
All visitors are required to sign in at the main school office and are asked to wear a visitors badge. All staff are advised to report incidents of physical or verbal abuse to the headteacher.
- 36. Working at Height**
Staff are provided with step ladders for reaching display boards but should not climb higher. Contractors are requested to bring their own equipment. Pupils are not allowed to use steps.
- 37. Work Experience**
Work experience is arranged with secondary schools for their pupils and the relevant university for students. The SBM arrange placements and carries out induction meetings.
- 38. Infection Control**
There are posters reminding children and staff to how to wash their hands efficiently displayed in all toilets. All children wash or sanitise their hands on arrival at school, after using the toilet and before having lunch.

All adults are expected to sanitise their hands on arrival.

Anti-bac gel is used to clean up any spilt bodily fluids and staff have PPE with the kits.

During the covid 19 outbreak additional sanitisers were installed at every entrance and there was an enhanced cleaning regime with particular attention to touch points.