



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 H & S Policy has been updated (May 2020) to specifically reference the COVID 19 pandemic. And the continuing responsibility of School's Management and Governors to implement within the school all authoritative guidance as explained by PHE/DfE, to ensure so far as is reasonably practicable, the continuing safety and welfare of the school community at this time

The School Management and Governors will issue guidance and instruction to school's staff as necessary and appropriate and monitor and supervise safe working arrangements accordingly. Further explanation of these responsibilities is outlined under "Infection Control" in part 3 of this H & S Policy

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 Burhill 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 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 al relevant persons, and for the significant finding to be properly incorporated into the school's H&S procedures.



Mrs Elisabeth Carson, Chair of Governors

September 2020

Mrs Gemma Adams, Headteacher

1st September 2020

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 Burhill 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.
 - First Aid/medical facility and equipment.
 - Premises staff equipment.
 - Curriculum specific e.g. gymnasias
- 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 termly as 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 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 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/Bursar, 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 Co-ordinator

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 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 by emailing healthandsafety@burhill.surrey.sch.uk.
- 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. Health and Safety Committee

The school has established an H&S Committee which meets termly. The main purpose of the Committee is to consult with staff on H&S issues, and agree H&S procedure. Minutes of the H&S Committee are copied to Governors for termly Governing Body meetings. Membership of the H&S Committee may include:

- 9.1 Headteacher – Mrs Gemma Adams
- 9.2 Governor Representative TBA
- 9.3 Health & Safety Co-ordinator - Mrs Rosalind Frost
- 9.4 SLT
- 9.5 Site Supervisor – Mr Martyn Hill

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**
Arrangements for processing visitors, protecting the site, emergency procedures following a security alert. Door: control, school's expectations of staff.
- 2. Accident Reporting, Recording & Investigation**
Headteacher to be notified or Deputy/SLT in her absence, who reports to the County Council, who reports under RIDDOR, details recorded via OSHENS/Public Health England as appropriate, and the H & S committee undertakes investigation.
- 3. Asbestos**
The caretaker is responsible for the Asbestos Survey Record, location of survey, arrangements to ensure contractors and others such as site supervisors etc. have sight of survey prior to starting any work on the premises, instruction to staff not to drill or affix anything to walls without first obtaining approval from Headteacher and checking survey, how staff should report damage to asbestos materials, emergency plan in case of asbestos disturbance.
- 4. Contractors**
The caretaker makes arrangements for the induction of contractors, to exchange health and safety information and agree safe working arrangements, risk assessment and frequency of liaison meetings. The caretaker is also responsible for monitoring contractors working methods and liaising with County Property as required
- 5. Curriculum Safety [including out of school learning activity]**
Teaching staff to undertake suitable written risk assessments prior to commencing hazardous activities and refer to any health and safety publications adopted by the school e.g. the BAALPE document "Safe Practice in Physical Education and School Sport" for PE
- 6. Drugs & Medications**
Parent completes medical form for medicines to be administered. Staff trained to administer specialist medication as detailed in Supporting Pupils

with Medical Needs Policy. Medication to be stored within the classroom, recording administration undertaken by two members of staff and logged where necessary in CPOMS.

- 7. Electrical Equipment** [fixed & portable]
Regular visual inspections by users and thorough annual examination by caretaker who maintains the record of inspection. The fixed wiring inspection is undertaken on a five year programme.
- 8. Fire Precautions & Procedures (and other emergencies)**
The Health and Safety Committee is responsible for undertaking & reviewing fire risk assessment, frequency and arrangement of drills, procedures to be followed, staff with special responsibilities e.g. fire marshal etc, assembly points, maintenance of fire exits /escape routes, maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, testing of break glass points, testing of emergency lighting etc.
- 9. First Aid**
Names and locations of trained appointed first aid staff are detailed in staff handbook. First aid boxes are located in all classrooms and the class teacher is responsible for checking & restocking resources. A member of SLT or the admin team would summon an ambulance if required. training of first aiders is undertaken annually.
- 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 are stored securely out of reach of children and only used as directed
- 12. Health and Safety Advice**
The school liaises with the health and safety adviser at Strictly Education,
- 13. Housekeeping, cleaning & waste disposal**
Caretaker monitors that premises are kept clean, minimises accumulation of rubbish and oversees arrangements for wet floor cleaning to minimise risks of slips, means of disposing of glass and other sharp objects, arrangements for snow shifting, security/location of external waste bins]
- 14. Handling & Lifting**
Arrangements for identification of all activities involving lifting/handling, risk assessments to identify precautions to minimise manual handling tasks, staff training in manual handling, school guidelines for specific tasks, use of lifting aids, staff suggestions for improvement. Separate assessments and training needed for the lifting of pupils.

- 15. Jewellery**
Policy on pupils wearing earrings and other jewellery is listed in the handbook and PE risk assessment.
- 16. Lettings/shared use of premises**
School Business Manager oversees the exchange of health and safety information and policies, restrictions on use of equipment, restrictions on accessible areas, staffing requirements, first aid provision, telephone provision, fire and emergency arrangements and standard operating procedures. In agreement with the Headteacher the PTA will agree responsibilities at school fetes and other fund raising events including emergency lighting, public entertainment license
- 17. Lone Working**
Safe working practices/rules for staff who work alone, contact arrangements, risk assessment, limiting high risk activities. See Risk Assessment.
- 18. Long Term Evacuation Plan**
Please see emergency plan for further detail.
- 19. Maintenance / Inspection of Equipment**
Periodic inspection of equipment including PE equipment, kitchen equipment, air conditioning, fire alarms, boilers, emergency lighting, lifts, lightening protection, sewage pumps and thermostatic heating valves and fixed wiring inspection are undertaken under the schools buy-back scheme and recorded in the Site Log Book
- 20. Monitoring the Policy**
The Health and Safety Committee carries out workplace inspections, monitors implementation of policy by staff and monitors accident reports/trends and complaints.
- 21. Personal Protective Equipment (PPE)**
PPE to be provided free of charge where risk assessment determines it to be necessary and is the responsibility of the user.
- 22. Playground Safety**
All staff to follow the playground safety risk assessment, the Health and safety Committee oversee the maintenance of play equipment and grounds. Pupil/staff ratio, instructions to staff, emergency procedures, maintenance of features and/or play equipment, inspections of grounds.
- 23. Reporting Defects**
All hazards should be reported to the Health and Safety Committee via Healthandsafety@burhill.surrey.sch.uk

- 24. Risk Assessments**
The Headteacher and SBM are responsible for ensuring RA's are undertaken, arrangements including undertaking special RA's such as for staff who are pregnant or who have health problems.
- 25. School Trips/ Off-Site Activities**
Requirements when planning school trip, who to obtain approval from, when to seek approval from County Council, emergency arrangements, parental authorisation, supervision requirements, first aid provision, name of school's Educational Visits Co-ordinator. See Risk Assessment compiled by T Whishaw.
- 26. School Transport (when applicable)**
[Driver medical examinations, license requirements, authorised drivers, name of person responsible for undertaking checks on minibuses, pupil supervision arrangements, car seat provision]
- 27. Smoking**

Smoking is not permitted on the school premises
- 28. Staff Consultation**
Health and Safety Committee to meet termly and review terms of reference annually.
- 29. Staff Health & Safety Training and Development**
New staff are briefed about H&S arrangements during INSET training days and in their induction pack with their Employment Contract. Health and Safety Policy and Risk Assessments are available to all staff in the Staffshare folder.
- 30. Staff Well-being / Stress**
Access to the Employee Assistance Programme is available to all staff as is Occupation Support and advice where required.
- 31. Supervision - including out of school learning activity**
Pupils must not be left unattended and only accompanied by adults with a full and current enhanced DBS disclosure.
- 32. Use of VDU's / Display Screens**
Defects in workstation to be reported on the Turniton portal, VDU HSE guidance available on Staffshare.
- 33. Vehicles on Site**
Parking is available for staff only and accessed with staff pass. The caretaker would oversee the management of vehicles on site including restrictions of vehicle movement during the school day.

34. Violence to Staff / School Security

The access control risk assessment specifies guidelines for maintaining site security and the use of lockdown technology and radios for additional support as required.

35. Working at Height

Restrictions on staff using steps and ladders, training required, rules on using access equipment, arrangements for inspecting and recording checks on access equipment, restrictions on use by pupils, contractors etc.

36. Work Experience

Induction undertaken by Deputy Head and Class teacher to oversee supervision of students on work placement.