

Glebelands School

Health, Safety and Welfare 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.

Health, Safety and Welfare Policy and Arrangements For

Glebelands School

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Part 1:

Statement of General Policy on Health, Safety and Welfare

1. The Governing Body and Headteacher of Glebelands 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 and 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 and 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.

Signature

David Burr, Chair of Governors

Date:

Signature

Anne Hutchinson, 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 and Headteacher of Glebelands 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 Premises Group (Health and Safety) 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 and 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 and 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
- Assessments 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 and 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. gymnasia 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 mean of escape.

2.16 An appropriate Senior Member of Staff 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 and 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 Students are given relevant H&S information and instruction.

5. Teaching Staff [Including supply]

Teaching staff are responsible for the H&S of all students under their control and in particular must ensure:

- 5.1 Effective and appropriate supervision of the students that they are supervising.
- 5.2 That appropriate safety instructions are given to all students 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/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. (These may be carried out with others such as Governors, H & 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 and Safety Co-ordinator to carry out H&S functions and maintain an overview of the H&S organisation and 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 and 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 and 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

10. Health and Safety Group

The school has established a Governors H&S Group 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 Group are copied to Governors for termly Governing Body meetings. Membership of the H&S Committee may include:

- 10.1 Headteacher [Anne Hutchinson]
- 10.2 Governor Representative [Adrian Erricker]
- 10.3 Health and Safety Co-ordinator [School Business Manager]
- 10.4 Safety Representatives [None]

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. Accident Reporting, Recording and Investigation

In the event of an Accident the first person on scene and or the First Aider will complete an accident form. The accident form is processed by a First Aider, who, uploads the data to the SCC online reporting system and reviews the accident for RIDDOR notification. Entries to the SCC online system are reviewed by the Safety Co-ordinator. Depending upon the output from the SCC reporting system an internal investigation may be carried out by the Safety Co-ordinator.

2. Asbestos

Responsibility for the Asbestos Survey record lies with the Health and Safety Co-ordinator. The Asbestos Survey Record is stored in the main school office. All work issued to contractors is reviewed for asbestos risk by the Business Manager and/or the Premises Assistant. In-house staff have full access to the Asbestos Survey and are instructed to consult it before undertaking any work involving the penetration of the building structures. In the event of damage to any asbestos materials, the Business Manager should be informed, the room/area affected evacuated and sealed immediately and specialist assistance sought from an approved contractor.

3. Contractors

Contractors are selected from a panel of known and reputable local firms. Where required by SCC contracts are placed on a competitive tender basis. All contractors are required to submit copies of their liability insurance certificates and risk assessments for work undertaken on school premises. Regular meetings are held with the contractors at which working practices and work plans are discussed. All contractors are supervised by the Business Manager. Any staff concerns with the working practices of any contractor should be raised with the Business Manager. All liaison with SCC is the responsibility of the Business Manager.

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

Curriculum safety is assured as follows:

General classrooms:	a standard risk assessment is in place
Design Technology:	CLEAPS documentation and SCC Health and Safety advice
Food Technology:	CLEAPS documentation and SCC Health and Safety advice
Art:	SCC Health and Safety advice
ICT:	Acceptable user policies for staff and students and an ICT policy
Science:	CLEAPS documentation and SCC Health and Safety advice
PE	BAALPE 2008 and SCC Health and Safety advice
Music:	SCC Health and Safety advice
Drama:	SCC Health and Safety advice

Heads of Department are issued any relevant health and safety documentation for discussion and distribution within their department. CLEAPS documentation is loaded onto relevant staff laptops so it is immediately accessible.

At appointment staff are assessed as to their capability to teach the subject they are appointed to and this is maintained under performance management and classroom observations thereafter.

5. **Drugs and Medications**

Parental requests for medicines to be administered are taken in the form of signed written instructions. No additional training is required for this task but is normally undertaken by first aid trained Receptionists. Medicines are stored in a locked reception cupboard or a locked cabinet in the medical room refrigerator (dependant on storage instructions). A record is kept of all medicines administered is kept in reception.

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

Electrical equipment is inspected in accordance with the requirements of British Standards. The testing is carried out by a reputable contractor or the Premises Assistant and suitable records are kept. Staff who bring personal electrical equipment into school are required to submit the equipment for testing. Faulty equipment is labelled/tagged and removed from service.

- 7. Fire Precautions and Procedures (and other emergencies)**
The Business Manager is responsible for the Fire Risk Assessments. These are checked and agreed by the Governors Premises Group (RA) and reviewed on a regular basis. The school undertakes fire drills termly, with students assembling in the caged playground area. Records of these drills are kept by the Business Manager and checked by the Governors Premises Group (H&S). Should the Fire Brigade be required it is the responsibility of reception staff dial 999 in accordance with the school's Emergency Procedures. All extinguishers, call points, emergency lights and associated equipment are serviced under contract with appropriate providers.
- 8. First Aid**
Names and locations of trained appointed first aid staff are displayed at reception. Varying types of First Aid boxes are stored in the following locations: English office, West Block office, PE department, Minibus, School Office, Textiles, Art, Art office, Food Technology (x2), Learning Support, Science Prep Rooms (x2), Maths department, Humanities office, Languages, ICT office, Drama office, Music office, Design Technology (x2), Graphics room. The First Aid boxes are stocked by the lead First Aider. In the event of an ambulance being required staff respond in accordance with the school's Emergency Procedures. Students are accompanied to hospital by their parents or by a member of staff if a parent is not contactable or cannot be directed straight to the hospital. First Aiders are retrained every 3 years.
- 9. Glass and Glazing**
Glass in identified high risk areas is either laminated glass, Georgian wired fire safety glass or protected by safety film. All replacement glass is either laminate or Georgian wired fire safety depending on location. The risk from glass is reviewed regularly with the assistance of Shield UK (Specialist Contractor).
- 10. Hazardous Substances**
Substances for Science, Design Technology and other curriculum subjects are selected in line with guidance from CLEAPSS and general guidance from SCC. CLEAPSS Hazcards are maintained and utilised by the Science Department. Full guidance notes are maintained on the school network and laptops of relevant staff. Radiation protection is handled by the Senior Science Technician. Suitable protective clothing and PPE is selected by Heads of Department as and when required, using suitable suppliers. The selection and use of cleaning materials is the responsibility of the cleaning contractor who maintains any required COSHH records. Any cleaning materials on site are kept in locked designated cupboards. Premises Staff are provided with PPE suitable for the tasks they undertake.

- 11. Health and Safety Advice**

The school obtains Health and Safety advice as required from Babcock 4S, Surrey County Council, Surrey Fire and Rescue Service and competent, qualified contractors who work on and maintain the site.
- 12. Housekeeping, cleaning and waste disposal**

The cleaning of the school and removal of normal school waste is undertaken by the schools appointed contract cleaners. When floors require wet cleaning this is undertaken outside of school working hours if possible and signage is deployed to raise awareness of slip risks. Broken glass and other sharp objects are disposed of, well wrapped, in the general waste skips. The general waste bins are located at the rear of the staff car park. Recycling bins are also located at the rear of the car park (chained to the wall to avoid the bins being moved and becoming an arson risk).
- 13. Handling and Lifting**

Premises Staff undertake Manual Handling training as part of a 3 year training programme arranged by the Cranfold Confederation through Babcock FourS. The induction programme for new staff incorporates a manual handling training DVD.
- 14. Jewellery**

Students are instructed that they may wear one plain ring, one wrist watch, one pair of plain ear studs and a chain inside of their shirt. All of these must be removed for PE. This information is circulated in the admission pack to all parents.
- 15. Lettings/shared use of premises**

The school issues a standard risk assessment to any external organisation that has a booking on school premises. Any organisation that is undertaking use of the premises which is outside the normal profiled use of the buildings will be required to submit a detailed risk assessment for the booking.
- 16. Lone Working**

Lone working is avoided where possible. Staff who request to 'lone work' do so by prior arrangement. When lone working is agreed, a regular schedule of telephone /mobile contact is put in place to ensure staff safety and welfare. Personal alarms detected by the intruder alarm, are available. When other people are onsite but remote from the 'lone worker' radio communication is provided.
- 17. Long Term Evacuation Plan**

In the event of a long term evacuation is needed, SLT will consult with SCC and follow the advice given. The Emergency Procedures provide clear instructions on how to evacuate the school to alternative premises.

- 18. Maintenance / Inspection of Equipment**

Schedules are maintained of the various items of equipment that require regular inspection/maintenance. The checks are either undertaken by the Premises Assistant or reputable contractors.
- 19. Monitoring the Policy**

The Governor Premises Groups for Asset Management, Health and Safety and Risk Assessment each meet termly to undertake inspections and monitor this policy. Each group has a standard agenda covering all areas they are responsible for and they report to the Governor Finance and Premises Committee.
- 20. Personal Protective Equipment (PPE)**

Staff requiring specialist PPE are able to request this from the Business Manager who will make an assessment of the appropriateness of the request on an individual basis. If deemed suitable, the equipment will be supplied. Individual members of staff should check the integrity of PPE before starting any task that requires the use of PPE.
- 21. Playground Safety**

Control of playground areas is through the provision of duty staff in specified areas during break and lunchtimes.
- 22. Reporting Defects**

Hazards can be reported by any member of staff either by using the online HelpDesk or by email to the Business Manager or Premises Assistant. Remedial work will be put in hand in a manner commensurate with the urgency of the situation.
- 23. Risk Assessments**

The Business Manager is responsible for ensuring risk assessments are undertaken. Senior members of staff carry out risk assessments for pregnant staff, staff with health issues and for students in school with injuries or are identified as being at risk.
- 24. School Trips/ Off-Site Activities**

School trips / Off Site Activities are undertaken in line with SCC H & S Policy Appendix P 'Model Policy for Outdoor Education and Off Site Educational Visits. Responsibility for the oversight of this procedure rests with the Deputy Headteacher.

- 25. School Transport**
Drivers of the school minibus are required to submit their driving license for a copy to be taken every six months in line with SCC policy. No driver with more than 3 points is permitted to drive without the express review and permission of the Headteacher. All staff that need to drive the minibus have to successfully complete a driving assessment with an approved tester every five years. No driver who holds a 'short term' license by the DVLA on medical grounds may drive the school minibus.
- 26. Smoking**
There is a 'no smoking policy' for the entire site.
- 27. Staff Consultation**
Staff consultation begins after the draft Health Safety and Welfare Policy has been compiled and commented on by Governors and Babcock 4S colleagues. The consultation will involve a working group of volunteers and the policy will be launched at a staff meeting by Babcock 4S colleagues.
- 28. Staff Health and Safety Training and Development**
Teaching staff are briefed on H&S matters as appropriate during their welcome programme and support staff during their induction. The school uses three training DVD's that cover Fire Evacuation, Fire extinguisher use and manual handling.
- 29. Staff Well-being / Stress**
The school has a Service Level Agreement with Babcock 4S to provide a 24 hour helpline and access to occupational health to support staff well being.
- 30. Supervision [including out of school learning activity/study support]**
Class sizes are set at an appropriate size to suit the curriculum being taught in each area within the school. School trips are carried out in line with the guidance from SCC and monitored by the Deputy Headteacher.
Staff are required to have an enhanced DBS check in line with current standards.
Design Technology operate under guidance from DATA and with the guidelines of BS4163 giving a recommended number of children under published formulae (for room P6) of 20 Children at KS3 and 18 at KS4. These numbers can be exceeded on instruction from the Headteacher. Students are supervised at breaks and lunchtimes by staff on a rota. A member of staff is 'on duty' at the front gate from 8:30 am
- 31. Swimming Pool Operating Procedures**
The school does not have a swimming pool.

32. Use of VDU's / Display Screens

DSE assessments are to be carried out either using the online OSHENS evaluation or standard proforma assessment form. Users of display screen equipment who work in front of a computer screen for more than 10/15 hours per week are advised that they are entitled to:

- A free eye and eyesight test undertaken by a nominated optician during paid working time.
- Special spectacles to a basic standard where the optician prescribes them as necessary specifically for the work undertaken. No employer contribution is payable towards normal reading glasses even if the work cannot be undertaken without them.

The decision whether or not to have an eye test rests with each user.

33. Vehicles on Site

Vehicles are permitted free movement within the school car parks but are not permitted outside of this area into the wider environs of the school at times when students are on site. Warning signs are in place.

34. Violence to Staff / School Security

The school's Emergency Procedures set out what to do should a member of staff be threatened.

All visitors and contractors are directed to reception to sign in and out. Visitor and Contractor badges are issued by reception so that guests on site are identifiable. Staff report any incident or threat to their line manager and senior member of staff and appropriate action is taken.

When a visitor is on site and there is a known risk in their possible behaviour seating arrangements within the meeting room are agreed, additional staffing arranged nearby and radio protocol confirmed.

SCC signs in reception state a no tolerance view of violence towards staff.

35. Working at Height

Premises Staff receive regular training as part of their three year refresher training programme as part of the Cranford Confederation through Babcock 4S. Other Support Staff and Teaching Staff are required to have a Health and Safety awareness raising staff meeting to cover this and other matters.

36. Work Experience

All arrangements for work experience are undertaken by an approved provider and co-ordinated by the Connexions Officer.

Review Date: October 2018