



Health Safety and Welfare Policy & Arrangements For MEADOWCROFT INFANT SCHOOL

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

**Health Safety & Welfare Policy &
Arrangements For**

Meadowcroft Infant School

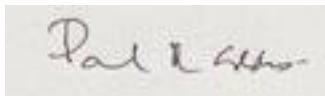
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Part 1:
Statement of General Policy on Health, Safety and Welfare

1. The Governing Body & Headteacher of Meadowcroft 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.

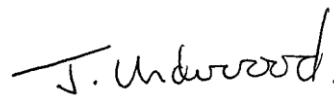
2. The Governing Body & Headteacher will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:
 - A school/workplace in a safe condition.
 - A safe working environment.
 - 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.



Paul Gibbs
Chair of Governors

May 2021



Jacky Underwood
Headteacher

May 2021

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 Meadowcroft 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 LA/Trust H&S Policy and receive advice and support from relevant Officers acting on behalf of LA/Trust.
- 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 LA/Trust.
 - 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 LA/Trust/Governors of any H&S issue where their support or intervention, either via system or finance, is necessary & appropriate in order to affect 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.
 - 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 school's 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
 - Key H&S manager/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 participates as is appropriate with any external 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 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. Senior Leadership

The Senior Leadership Team 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/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. (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. Key Health and Safety Manager/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 (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.

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

Record and accidents in each class' accident book. Major accidents should be reported to the School Business Manager who will access the SCC online reporting system.

3. Access Control/Security

All visitors report to reception where they sign in and are issued with a visitors badge. Surrey CC ID badges/DBS certificates are checked and recorded in accordance with Surrey CC/Babcock 4S guidance. During school hours, gates are locked and there is no access to the rear of the school. The main entrance has access control and the side kitchen door is locked when not in use.

4. Accident Reporting, Recording & Investigation

The Administration Assistant on duty should be notified of any accidents. Details will be recorded in the accident book and where necessary the Administration Assistant or School Business Manager will report to Surrey County Council <https://surreycc-safety.net/scc/> and/or RIDDOR <http://www.hse.gov.uk/riddor/>.

5. Asbestos

The School Business Manager is responsible for Asbestos Survey Record. The Asbestos survey is located on the cupboard in the Reception area. The School Business Manager/Office Staff make arrangements to ensure contractors and others such as site supervisors etc. have sight of survey prior to starting any work on the premises. The Caretaker/staff must not drill or affix anything to walls without first obtaining approval from School Business Manager and checking survey. Any damage to asbestos materials should be reported immediately to the School Business Manager/Headteacher.

6. Contractors

Contractors are selected SCC. The School Business Manager/Headteacher make arrangements for the induction of contractors, arrange to exchange health and safety information and agree safe working arrangements, risk assessments, and frequency of liaison meetings. The School Business Manager/Caretaker are responsible for monitoring contractors working methods, and any concerns should be reported immediately to them.

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

All teachers are responsible for writing their own risk assessments prior to commencing hazardous activities and will have the necessary qualifications to teach certain activities. All risk assessments must be seen and agreed by the Headteacher.

8. Drugs & Medications

Staff that have completed the necessary training requirements and received the correct information should administer parental requests for medicines. Pupil medication and information is stored individually in sealed containers and stored in the Reception Office or, if required, in the fridge in the hall or staff room. All administration of medication should be recorded in the folder entitled "Pupils' Health and the Administration of Medicines" located in the First Aid cupboard in the Staff Room.

9. Electrical Equipment [fixed & portable]

Fixed Electrical testing (every 5 years) and Portable Electrical testing (every year) are inspected by nominated contractors. The School Business Manager maintains Records of Inspection. Any personal portable electrical items may only be used having first sort approval and permission from the School Business Manager. Any defective equipment should be reported immediately to the School Business Manager.

10. Fire Precautions & Procedures (and other emergencies)

The School Business Manager is responsible for undertaking & reviewing fire risk assessment, frequency and arrangement of drills. All staff should be familiar with and have access to the Fire Risk Assessment.

School Fire procedures are displayed around the building.

11. First Aid

First aid trained staff are always on duty in every classroom, and early years staff have paediatric first aid training. Nickie Rendell is the first aid trained appointed person. First aid boxes are located in each classroom and each class' Teaching Assistant is responsible for checking and restocking of their own first aid boxes. Admin/Office staff are responsible for calling emergency services. In the event of a child/member of staff needing to get to hospital an appointed person will accompany them. Training and retraining of first aiders will be undertaken by an organisation approved by H&S executive.

12. Glass & Glazing

All glass in doors & side panels is safety glass and complies to the required safety standard, all replacement glass to be of safety standard, and will be replaced by approved nominated contractor.

13. Hazardous Substances

The majority of hazardous substances used within the curriculum in school are already taken account of and provided for through the schools science service CLEAPSS. Any information and support needed on substances should be referred to the CLEAPSS website and seek the support of relevant advisors. Any staff using hazardous substances within the curriculum should carry out the necessary risk assessments, staff training, selection and use of protective equipment and suitable storage arrangements.

The caretaker, when using hazardous substances should adhere to COSHH regulations, requesting hazard data sheets with products and completing the COSHH Assessment form when product data sheets are unavailable. The caretaker should ensure all safety precautions are taken when using hazardous substances and ensuring to use PPE as required. All hazardous substances should be safely stored according to the product data sheet/COSHH assessment sheet. Any contractors using their own substances should have carried out their own necessary assessments and provide copies of these to the school.

14. Health and Safety Advice

All relevant health and safety advice is obtained from Babcock 4S, H&S Governor representative and relevant training courses.

15. Housekeeping, cleaning & waste disposal

The Caretaker is responsible for ensuring premises are kept clean, minimising accumulation of rubbish, arranging 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.

16. Handling & Lifting

The caretaker is the only person that should be involved in handling and lifting. He is responsible for assessing risk and informing management of any equipment or specialist contractors needed.

17. Infection Control (including Coronavirus)

The school's management will undertake a specific risk assessment in accordance with combined PHE/DfE guidance and bring the significant findings of the RA to the attention of all staff.

The Headteacher/SLT will monitor as necessary to ensure that any and all suitable and sufficient control measures as prescribed by PHE/DfE and outlined within the school's RA remain in place and are properly adhered to within the school environment.

All staff are required to make infection control a key priority and to act at all times in a way that is compliant with safe, modern and effective infection control practice as explained by the school's own specific risk assessment, and any advice and guidance issued by and within the school for the purposes of infection control.

All staff within the school have a responsibility to monitor and ensure pupils under their supervision adhere to the rules and procedures put in place to protect the whole school community from the spread of infection.

18. Jewellery

The school has a no jewellery policy for pupils. Any pupils wearing earrings will not be permitted to take part in any PE activities. Please refer to PE Policy.

19. Lettings/shared use of premises

Lettings are restricted to the use of the hall only. Squirrels nursery rent a room and are responsible for their own health & safety but have copies of the schools Fire Risk Assessment & Health & Safety policies. School fetes and fundraising events are run by Friends of Meadowcroft School and they are responsible for the health & safety at these events.

20. Lone Working

All staff when working alone should ensure they advise the caretaker/ someone of where they are and ensure regular contact is made .At no point should staff working alone undertake any activities that may put them at any risk.

21. Long Term Evacuation Plan

Please refer to Emergency Policy

22. Maintenance / Inspection of Equipment
Details of equipment requiring periodic inspections, type of check required, frequency and who undertakes the checks is kept in the School Business Manager's Office and is monitored by the School Business Manager.
23. Monitoring the Policy
The Governor H&S representative, School Business Manager/Headteacher carries out workplace inspections, monitor implementation of policy by staff and monitor accident reports/trends, complaints.
24. Personal Protective Equipment (PPE)
The Caretaker has been provided with suitable protective equipment. This includes gloves, goggles and mask
25. Playground Safety
There shall be a minimum of one member of staff on duty in each playground during morning play and three midday supervisors at lunchtime. Caretakers carry out termly inspections of the school premises. Staff may be asked to carry out informal inspections as required. The school currently buyback the Gym and PE equipment maintenance agreement. This is carried out annually and includes the PE apparatus and the trim trail and outdoor equipment.
26. Reporting Defects
Any hazards arising should be reported immediately to the School Business Manager/Headteacher who will arrange any interim measures to be taken pending rectification.
27. Risk Assessments
The Headteacher is responsible for ensuring RA's are undertaken, arrangements for undertaking special RA's (such as for staff who are pregnant or who have health problems), and arranges for periodic review of RA's.
28. School Trips/ Off-Site Activities
See policy for Educational Visits & Outdoor Activities. A full Health & Safety assessment is carried out before each trip/visit.
29. School Transport
Not Applicable
30. Smoking
The School premises are strictly non-smoking.
31. Staff Consultation
The school has an open door policy where staff can raise any issues of concern and make suggestions for health & safety improvements at any time to the Headteacher/School Business Manager & Governor H&S representative. Any issues or concerns raised will be discussed at the next governors meeting or before if necessary.
32. Staff Health & Safety Training and Development
New staff are given a copy of the Health & Safety policy in their welcome pack at Induction by Headteacher or Line Manager.

33. Staff Well-being / Stress

The school complies with County Guidelines and participates in the Babcock 4S Occupational Health buy back scheme and the Help Employee Assistance Service.

34. Supervision [including out of school learning activity/study support]

All pupils are supervised at all times when in care of school and agreed ratios are adhered to. All supervision is carried out by trained DBS cleared staff.

35. Use of VDU's / Display Screens

All staff who make significant use of VDU's are advised on maximum time to be spent on VDU without a break. Any defects in workstation or any health concerns should be reported to their Line Manager/ School Business Manager.

36. Vehicles on Site

There is a separate entrance for vehicles for staff, visitors and deliveries away from pedestrian areas.

37. Violence to Staff / School Security

Side gates are locked during the school day. Visitors can only gain access to the school through the main entrance to the office where they are identified and sign in. Any incidents of verbal and physical violence must be reported immediately to Line Manager/ Headteacher.

38. Working at Height

The caretaker is competent to assess risks from working at height, and has attended Ladder and Steps Safety training. The Caretaker will report back to the School Business Manager should extra equipment or external contractors be required.

39. Work Experience

Work placements are arranged through recognised establishments, ensuring all necessary checks are carried out. Induction is carried out by Headteacher and each student is supervised by an appropriate member of staff.