



**Sutton CofE VC Primary School**

**Statement of General Policy on  
Health, Safety and Welfare**

THIS IS A DRAFT DOCUMENT  
AWAITING APPROVAL

Sutton CofE VC Primary School believes that health and safety is paramount in all areas of its business activities. The School is committed to providing its employees with safe places of work that do not impact negatively on their health and well-being. Sutton CofE VC Primary School is also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its customers, partners, contractors, visitors or anyone else that could be negatively impacted by its school activities.

The school aims to achieve this commitment by adopting the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management;
- Taking a risk-based approach to School activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of business aims and objectives;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of the School's health and safety aims and objectives;
- Involving employees from all levels of the organisation in the delivery of health and safety aims and objectives;
- Providing information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment;
- Setting targets and objectives to encourage continuous organisational health and safety improvement;
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.

The senior management team are accountable for the management of health and safety and for the implementation of the schools health and safety policy in their areas of control.

Employees have a duty to protect themselves and others by working safely, co-operating with the senior management team, observing all relevant information and instructions and reporting any health and safety matters to their line managers.



*Hilary Sanderson & Ben Willan,*  
**Co-Chair of Governors**

*Mrs Emily Gore-Rowe, **Headteacher***

02.12.2019

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## **Sutton CofE VC Primary School**

### **Organisation and Responsibilities for Health, Safety and Welfare**

In order to ensure that health and safety issues are dealt with in accordance with our establishments' safety policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

#### **1. Governing Body** *Mrs Hilary Sanderson & Mr Ben Willan, Co-Chairs*

The Governing Body will comply with any directions issued by the Learning Directorate concerning the health and safety of persons on school premises or taking part in school activities elsewhere. The Governing Body is responsible for health and safety matters at a local level. They accept that the delegation of funds from the Learning Directorate carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which health and safety issues are addressed. However, the Learning Directorate will be informed of any issue which has significant health and safety implications and which cannot be resolved satisfactorily without their involvement.

The Governors appreciate that they can only work within their allocation of the total education budget determined by County Council members and that they will only be accountable for deciding how the budget within their control is to be spent. The Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

#### **2. Headteacher** *Mrs Emily Gore-Rowe*

Overall responsibility for the day-to-day management of health and safety in the school rests with the Headteacher. As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Headteacher will include:-

- 2.1 Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations,
- 2.2 Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy
- 2.3 Adequate staffing levels for safe supervision;
- 2.4 The delegated responsibility for maintenance of the premises;
- 2.5 The purchase of equipment to meet appropriate safety standards;
- 2.6 The repair, maintenance and testing of school equipment;
- 2.7 The provision of appropriate protective clothing where necessary;
- 2.8 The purchase and maintenance of first aid materials and fire fighting appliances;
- 2.9 The funding of necessary safety training for staff;

- 2.10 The arrangements for securing health and safety assistance from a competent source;
- 2.11 The appointment of a premises manager;
- 2.12 The provision of appropriate health and safety information to governors.

The Headteacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the establishment.

### **3. Deputy Headteacher *Mr Daniel Smith***

The Headteacher will delegate to the Deputy Headteacher, the majority of the duties that are linked with the overall responsibilities of the Head. More specifically the post holder will:

- 3.1 Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and that assessments are monitored and reviewed.
- 3.2 Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff;
- 3.3 Advise Education Property (or other appropriate body) of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 3.4 Co-ordinate the termly health and safety workplace inspection, ensuring all areas of the establishment and all activities are covered;
- 3.5 Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 3.6 Liaise with and monitor 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 staff are made aware and any risks to the health and safety of staff and others are kept to a minimum;
- 3.7 Ensure that all heads of department are kept informed of the names and details of those persons appointed to provide competent health and safety assistance;
- 3.8 Oversee all arrangements for educational visits and school journeys.

### **4. Key Stage Leads**

All Key Stage Leads are responsible to the Headteacher (via the Deputy Headteacher) for ensuring the application of this policy to all activities undertaken by their department. They will also have responsibilities for ensuring that all relevant parts of the Authority's statement are observed and implemented by all subordinate members of staff in their respective departments. In particular, staff holding such positions of responsibility will:

- 4.1 Ensure that risks assessments are undertaken within their sections and that control measures are implemented, and that assessments are monitored and reviewed.
- 4.2 Ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned;
- 4.3 Ensure that all accidents (including near misses) occurring within their department are promptly reported and recorded using the appropriate forms etc;

- 4.4 Remove from use and inform the Deputy Headteacher of any equipment/appliance which has been identified as being unsafe and which is in need of repair;
- 4.5 Ensure that adequate levels of class supervision are available at all times;
- 4.6 Carry out (in conjunction with other members of staff) the bi-annual health and safety checklist within their areas of responsibility and provide a report to the Deputy Headteacher;
- 4.7 Maintain or have access to an up to date library of relevant published health and safety guidance from sources including the Learning Directorate , CLEAPSS, DfE, AfPE etc., and ensure that all subordinate staff are aware of and make use of such guidance including that available in electronic format;
- 4.8 Identify specific staff health and safety training needs and inform the Deputy Headteacher accordingly;
- 4.9 Consult with all staff on any matters which may affect their health or safety whilst at work;
- 4.10 Carry out departmental induction training including any specific information and training that may be necessary because of activities which are peculiar to the department;
- 4.11 Ensure that levels of first aid provision remain adequate for the activities being undertaken;
- 4.12 Resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to the Deputy Headteacher;
- 4.13 Ensure (via subordinate staff) that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk;
- 4.14 Ensure that good standards of housekeeping are maintained;
- 4.15 Consult the Local Authority's Health and Safety Adviser or other appropriate officer when additional assistance becomes necessary.
- 4.16 Liaise with and monitor 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 staff are made aware and any risks to the health and safety of staff and others are kept to a minimum;

## **5. Teaching Staff *[Including supply]***

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips. Class teachers shall:

- 5.1 Ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;
- 5.2 Be aware of the schools health and safety policy and any local rules and arrangements which may apply specifically to the department concerned;
- 5.3 Ensure that safety instruction is given to all pupils prior to commencing practical sessions;
- 5.4 Know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
- 5.5 Ensure that pupils follow school/departmental safety rules and that protective equipment is worn where appropriate;
- 5.6 Ensure that all personal protective equipment is suitable and in good condition

- prior to issue;
- 5.7 Ensure safety devices e.g. machinery guards are in good condition and are used;
  - 5.8 Report any defective equipment to the Head of Department;
  - 5.9 Investigate all accidents (in conjunction with Head of Department), which occur through activities organised/supervised by the Department;
  - 5.10 Propose for consideration by their Head of Department any improvements, which they consider, would improve health or safety standards within the department;
  - 5.11 Ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

## **6. Caretaker/Site Manager and Health & Safety Lead**

The Senior Site Supervisor is responsible to the Headteacher via the Deputy Headteacher. Duties include:

- 6.1 arranging for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
- 6.2 taking appropriate action when necessary to prevent injury to others on the site
- 6.3 who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.;
- 6.4 participating in the termly health and safety checklist paying particular attention to the building structure, services, access to/egress from the school, main circulation areas etc.;
- 6.5 ensuring that other site supervisory staff are adequately supervised;
- 6.6 identifying any particular health and safety training needs of supervisory staff in the group.
- 6.7 ensuring that staff within the group are not involved in activities outside their limitations;
- 6.8 ensuring 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.
- 6.9 ensuring that all staff work in accordance with safe working practices issued by the school, the LA etc.
- 6.10 Arrange weekly fire alarm tests

## **7. Site & Safety Co-ordinator**

The Safety Co-ordinator's role is primarily that of facilitator. The Safety Co-ordinator may take on certain functions but the overall responsibility rests with the Head of Establishment. The core duty is to ensure that there is a management system established for the management of health and safety. The duties include:

- 7.1 Review this policy statement as necessary and ensure that the appropriate amendments are made as and when circumstances change;
- 7.2 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 7.3 Review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 7.4 Arrange for biannual evacuation drills and weekly fire alarm tests etc.
- 7.5 Advise Caretaker/Site Manager of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the

- risk until repairs can be arranged;
- 7.6 Liaise with the Caretaker/Site Manager to arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
  - 7.7 Co-ordinate the termly health and safety checklist, ensuring all areas of the establishment and all activities are covered;
  - 7.8 Report to the Head/Senior Managers any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
  - 7.9 Liaise with and monitor 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 Ensure that all Senior Managers are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

## **8. Welfare Officer**

- 8.1 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 8.2 Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 8.3 Arrange for termly invacuation and evacuation drills.
- 8.4 Ensure that all accidents are investigated with a view to preventing a recurrence;
- 8.5 Ensure that all staff within the department are aware of their specific roles in case of fire and/or emergency;
- 8.6 Monitor the emergency boxes ensuring all necessary components are present
- 8.7 Recording all accidents in the accident logs

## **9. All Employees [including temporary & volunteers]**

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

- 9.1 to participate in the risk assessment process and comply with findings;
- 9.2 to report all defects in the condition of the premises or equipment to which they become aware;
- 9.3 to report all accidents according to the procedures included in Part 3 of this document;
- 9.4 be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 3);
- 9.5 to make use of all necessary personal protective equipment provided for safety or health reasons;
- 9.6 to, where necessary, make use of all control measures made available to them, e.g. fume cupboards etc.;
- 9.7 follow all relevant codes of safe working practice and local rules;
- 9.8 report any unsafe working practices to the head of dept/Deputy Headteacher .



## **10. Pupils/students** [This section should be drawn to attention of all pupils]

All pupils must be encouraged to follow all safe working practices and observe all school safety rules. All pupils will:

- 10.1 follow all instructions issued by any member of staff in the case of an emergency;
- 10.2 ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- 10.3 inform any member of staff of any situation, which may affect their safety.

## **11. Staff Safety Representatives**

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- 11.1 to investigate potential hazards and to examine the causes of accidents in the workplace;
- 11.2 to investigate complaints by any employee he represents relating to that employees health and safety or welfare at work;
- 11.3 to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and welfare of employees;
- 11.4 to carry out workplace health, safety and welfare inspections;
- 11.5 to attend any safety committee meetings;
- 11.6 to co-operate with his employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

### Names of appointed Safety Representatives

Name	Contact Details	Area Covered

## **12. Health and Safety Committee**

The school has established a Health and Safety Committee, which meets termly. The main purpose of the Committee is to develop and implement measures to ensure the health and safety of all employees, pupils and others who may be affected by the

schools activities. Membership of the Committee comprises of:

- 12.1 Headteacher
- 12.2 Governor from the Health and Safety Committee
- 12.3 Deputy Head Teacher/Assistant Head Teacher
- 12.4 Union Safety Representative
- 12.5 Caretaker/Site Supervisor

The Health and Safety Committee will submit an annual report to the Governing Body for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

## **Sutton CofE VC Primary School**

### **Arrangements & Procedures for Health, Safety and Welfare**

The following protocols can be found in the Health and Safety folder in the locations listed below under Emergency Procedure Documents:

- 1. Accident Reporting, Recording & Investigation**
- 2. Asbestos**
- 3. Contractors**
- 4. Curriculum Safety Drugs & Medications**
- 5. Electrical Equipment [fixed & portable]**
- 6. Fire Precautions & Procedures [and other emergencies incl. bomb threats]**

#### **LOCATION OF EMERGENCY PROCEDURE DOCUMENTS**

Written emergency procedures exist covering a range of hazardous situations e.g. fire, bomb alerts, severe weather, electrical faults etc. These documents are located in:

- a. Office .....
  - b. Staffroom.....
  - c. Welfare Office .....
- In the event of a fire alert/alarm Teacher, Midday Supervisors, HLTA's and Teaching Assistants will evacuate pupils/young people/others\* to the designated assembly point;
  - Headteacher/Manager/Secretary or other nominated person) will summon the emergency services as necessary;
  - The safe evacuation of persons is an absolute priority.
  - Whilst evacuating premises staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors, and windows;
  - Fire drills will be undertaken termly/quarterly\*, and fire alarm tests weekly and a record kept in the Fire Safety Log Book;
  - Regular inspections of the premises and grounds should be undertaken each term or more frequently if possible. (A fire check list is available in the Fire Safety Log Book.)
  - Details of service isolation points (i.e. gas, water, electricity) are located in:  
School office.....

- Emergency procedures for incidents outside normal working hours are held by: Headteacher/Deputy Headteacher/Key Stage Leads/Welfare Officer/Site Manager/Caretaker
- These procedures will be reviewed at least annually.

NB: \* delete/amend as necessary

## 7. First Aid

Trained appointed first aid staff and welfare officer will carry out first aid, location of first aid boxes are in the Welfare office and in Foundation stage. The Welfare officer is responsible for checking & restocking, the First Aider summons the ambulance, and accompanies children to hospital, cover will be arranged in the event of absence, first aiders will have received 1 day, 3 day or Paediatric first aid training.

### THE FOLLOWING STAFF ARE TRAINED TO FIRST AID AT WORK LEVEL:

(Names/Extension Numbers)

.....

.....

### THE FOLLOWING STAFF HAVE BEEN TRAINED TO EMERGENCY AID LEVEL:

(Names/Extension Numbers)

.....

.....

The Headteacher or Manager should ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

### FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

Foundation stage  
Welfare office

.....

.....

Welfare Officer will check that any vehicles are properly equipped with first aid boxes before they are used.

Welfare Officer is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least once termly/quarterly\*.

The First Aid Treatment Record Book For Recording Details Of All First Aid Administered Is Kept In:

Welfare Office

Details Of Contact Numbers Of Hospital Accident And Emergency Departments,  
Nhs Direct And Other Medical Services Are Displayed In:

Welfare Office

The following protocols are found within the Health & Safety file located in the Welfare office:

1. **Medication Policy**
2. **Glass & Glazing**
3. **Hazardous Substances**
4. **Health and Safety Advice**
5. **Housekeeping, cleaning & waste disposal**
6. **Handling & Lifting**
7. **Jewellery**
8. **Lettings/shared use of premises**
9. **Lone Working**
10. **Maintenance / Inspection of Equipment**
11. **Monitoring the Policy**
12. **Personal Protective Equipment (PPE)**
13. **Reporting Defects**
14. **Risk Assessments**
15. **School Trips/ Off-Site Activities**
16. **Staff Consultation**
17. **Staff Health & Safety Training and Development**
18. **Staff Well-being / Stress**
19. **Supervision** [including out of school learning activity/study support]
20. **Use of VDU's / Display Screens**
21. **Vehicles on Site**
22. **Violence to Staff / School Security**
23. **Working at Height**
24. **Work Experience**