

MILFORD INFANTS

Church Road, Milford
Godalming GU8 5JA

Grow, Learn, Believe, Achieve



Health Safety & Welfare Policy Arrangements For Milford School

- Part 1: Statement of General Policy on Health, Safety and Welfare
- Part 2: Organisation and Responsibilities for Health, Safety and Welfare
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Part 1:

Statement of General Policy on Health, Safety and Welfare

1. The Governing Body & Headteacher of Milford School:

- Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors,
- Act in accordance with the general health H&S policy of Surrey County Council.
- Require all managers, in the school community, to act in accordance with SCC/School H&S policy and procedures, and require same of persons that they supervise and take responsibility for.

2. The Governing Body & Headteacher will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:

- A school/workplace in a safe condition.
- A safe working environment.
- Safe systems of work.
- Safe plant and equipment.
- Safe access and egress to all areas of the school.
- The safety of articles and substances for use at work and in school.
- Sufficient Instruction and Training Supervision

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.

[Insert signature]

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[Insert Name], Chair of Governors

[Insert date]

[Insert Name], Headteacher

[Insert date]

Part 2:

Organisation and Responsibilities for Health, Safety and Welfare

The following H&S organisational structure, and roles and responsibilities are approved by the Governing Body & Headteacher of Milford 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 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 Deputy is suitably instructed to take day to day responsibility for H&S in the absence of the Headteacher.

The Headteacher has delegated functions to the H&S Coordinator (School Business Manager) who is tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

3. Deputy Headteacher

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

4. Line Managers

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

- 4.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
- 4.2 All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the school's procedure.
- 4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- 4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.
- 4.5 H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report to the Headteacher is provided where necessary.
- 4.6 The H&S training needs of staff are identified and the Headteacher informed accordingly.
- 4.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- 4.8 New transferred and temporary staff receive appropriate H&S induction training.
- 4.9 First aid provision is adequate.
- 4.10 Pupils are given relevant H&S information and instruction.

5. Teaching Staff [Including supply]

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

- 5.1 Effective and appropriate supervision of the pupils that they are supervising.
- 5.2 That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- 5.3 That they are conversant with the school's H&S policy and any arrangements specific to their own department.
- 5.4 They know the emergency procedures.
- 5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- 5.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.
- 5.7 That they report any defective equipment to the relevant person.
- 5.8 All accidents and incidents are reported and reviewed or investigated.

6. Caretakers

The Caretaker is responsible to the 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 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 has appointed a Health & Safety Coordinator (the School Business Manager) 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 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.

Specific Duties

Governors:

To act on information provided by:

- The LA
- The head teacher
- Health and safety inspection reports
- Routine visits to the school

Head teacher:

- Takes charge in an emergency until relieved by the emergency services
- Acts as principal contact with the emergency services
- Ensures that all staff have sufficient information, instruction, and supervision to carry out their duties under the policy

Class teachers:

- Ensure that all pupils, teaching assistants, special needs assistants, volunteer helpers, visitors, etc. to their own classrooms are familiar with fire, accident and emergency procedures
- Supervise emergency evacuation of their classroom

- Check that work areas, areas for communal use (such as cupboards, sheds, resources areas, cloakrooms, libraries) are left tidy and safe for use by others
- Ensure that equipment and procedures are safe before commencement of any activity
- Ensure adequate supervision of activities under their control
- Report any problems to the head teacher, verbally if urgent, otherwise always in writing and dated and signed
- Carry out routine classroom safety and condition checks at the beginning of each half term

Learning Support Assistants

- Check that work areas, areas for communal use (such as cupboards, sheds, resources areas, cloakrooms, library) are left tidy and safe for use by others
- Ensure that equipment and procedures are safe before commencement of any activity
- Ensure adequate supervision of activities under their control
- Report any problems to the head teacher, verbally if urgent, otherwise always in writing and dated and signed
- Assist the teacher in carrying out routine classroom safety and condition checks at the beginning of each half term
- Make safety and condition checks in communal areas as they are cleared at the end of each term
- Daily risk assessment/check of outside areas, and locking of gates

School Business Manager and School Assistants:

- Ensure that all visitors are familiar with security, fire, accident and emergency and child protection procedures
- Organise maintenance contracts for Physical Education equipment, Adventure Play equipment, Fire and Electrical equipment, Building Maintenance
- Organise cleaning contract and carry out checks on a weekly basis to monitor its effectiveness
- Carry out routine checks on the main office and shared office equipment such as photocopier, comb binder
- Carry out routine checks on medical arrangements, administration of prescribed medicines, adequacy of medical supplies

Caretaker:

- Ensure that matters relating to health and safety issues, observed during the course of his work are reported to the head teacher and/or the administration officer
- Carry out routine checks on the buildings, grounds and cleaning equipment used

Catering Supervisor:

- Kitchen and catering arrangements

Midday Supervisors/Teaching Assistants

- Report on necessary changes to lunch time and break time procedures

Fire wardens are:

- Andrew Stear, the headteacher
- Class teachers
- Rose Kay and Kirsty Morris, School Business Manager

Emergency First Aid At Work Certificates are held by all staff except for Jo Fulterer (Senco), Julian Wilson (Caretaker) and Harriet Harfleet (LSA).

Paediatric First Aid Certificates are held by:

Rose Kay	Naomi Stuart
Steph Millard	Becky Sewell

The first aid boxes can be found in the wall cupboard (marked with a green cross) in the non-fiction library. There are also travel boxes for use on educational visits in the main corridor cupboard. A small first aid kit is kept in a bag for use on the field.

Minor accidents are recorded in the green file that is kept in the first aid wall cupboard or in the notebook that is in the playtime bag.

The accident book for recording accidents of a more serious nature is kept in the office filing cabinet near the door.

Hire of School Premises Supervised by:

- School Business Manager
- Head teacher
- Steph Millard, Office assistant

Contractors Supervised by:

- School Business Manager
- Head teacher
- Caretaker

(This depends on who is available for duty when contractors are on site.)

Extra Curricular Activities Supervised by outside providers:

- Contact number of leader to be given to parents in case of emergency by outside providers on booking form
- A member of the teaching staff (usually the Head teacher or Assistant Head teacher) will remain on the premises during after school activities.

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. An individual risk assessment is held for each of the below:

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**
Who should be notified, who reports to the County Council, who reports under RIDDOR, how details are to be recorded, and who undertakes investigation.
3. **Asbestos**
The School Business Manager is the responsible person for the Asbestos Survey Record. Please refer to separate asbestos risk assessment.
4. **Contractors**
Please refer to the Contractors risk assessment.
5. **Curriculum Safety** [including out of school learning activity/study support]
Please refer to the Curriculum Safety risk assessment.
6. **Drugs & Medications**
Please refer to the Medicines policy.
7. **Electrical Equipment** [fixed & portable]
Please refer to the Electrical Equipment risk assessment.
8. **Fire Precautions & Procedures (and other emergencies)**
Please refer to the School Emergency Plan.
9. **First Aid**
Please refer to first aid information within this policy.
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**
Please refer to Hazardous Substances risk assessment.
- 12. Health and Safety Advice**
The school buys into the Strictly 4S Education Health and Safety service level agreement.
- 13. Housekeeping, cleaning & waste disposal**
Please refer to separate risk assessment.
- 14. Handling & Lifting**
Please refer to Handling & Lifting risk assessment.
- 15. Jewellery**
Please refer to School Uniform guidance document for parents and Staff Code of Conduct which specifies staff attire.
- 16. Lettings/shared use of premises**
Please refer to Lettings policy.
- 17. Lone Working**
Please refer to Lone Working risk assessment.
- 18. Long Term Evacuation Plan**
Please refer to School Emergency Plan.
- 19. Maintenance / Inspection of Equipment**
All equipment is subject to periodic testing. Please refer to termly Health and Safety inspection reports for details of testing completed and schedule for next tests.
- 20. Monitoring the Policy**
This policy is monitored by the Governing Body.
- 21. Personal Protective Equipment (PPE)**
Not applicable.
- 22. Playground Safety**
Please refer to the Playground Safety risk assessment.
- 23. Reporting Defects**
Defects should be reported to the School Business Manager in the first instance, or the Headteacher in their absence.

- 24. Risk Assessments**
The Headteacher is responsible for ensuring risk assessments are undertaken, for ensuring arrangements are in place for undertaking special risk assessments (such as for staff who are pregnant or who have health problems), and for arranging a periodic review of risk assessments.
- 25. School Trips/ Off-Site Activities**
Please refer to the Educational Visits risk assessment.
- 26. School Transport**
Please refer to the separate risk assessment for school transportation.
- 27. Smoking**
Please refer to the staff code of conduct.
- 28. Staff Consultation**
Health and Safety is reported on to governors at every Governing Body meeting. Staff may raise concerns at any time to the School Business Manager or Headteacher in the first instance. If staff are dissatisfied with the response then they may contact the Governing Body directly. The Chair of Governors is Mrs Maureen Holland. Her contact details are included in the Whistleblowing Policy.
- 29. Staff Health & Safety Training and Development**
New staff receive an induction pack and are briefed on fire safety procedures. They must also read all school policies, including the Emergency Plan and Health and Safety policy and sign to confirm that they have read and understood the procedures.
- 30. Staff Well-being / Stress**
Staff have access to an online training course in stress management. Staff are encouraged to discuss workload and stress regularly as it arises, or at appraisal meetings.
- 31. Supervision [including out of school learning activity/study support]**
Pupil supervision guidelines are included in the supervision risk assessment.
- 32. Use of VDU's / Display Screens**
Please refer to the VDU risk assessment.
- 33. Vehicles on Site**
Please refer to the vehicles risk assessment.
- 34. Violence to Staff / School Security**
Please refer to the School Security risk assessment.

35. Working at Height

Please refer to the working at height risk assessment.

36. Work Experience

Please refer to the work experience risk assessment.

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