

# Folly Hill Infant School



## HEALTH SAFETY AND WELFARE POLICY and ARRANGEMENTS Health & Safety Suite

Signed: \_\_\_\_\_

Chair of Governors

Signed: \_\_\_\_\_

Head teacher

Date: Autumn 2019

Review: Autumn 2020

To comply with the H&S 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 H&S at work of his employees and the organization 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 H&S Policy. Where Surrey County Council is the employer, i.e. Community and Voluntary Controlled Schools, this policy must be followed.

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

1. The Governing Body & Head teacher of Folly Hill Infant 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 H&S policy of Surrey County Council.
  - Require staff, in the school community, to act in accordance with SCC/School H&S policy and procedures.
  
2. The Governing Body & Head teacher 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 & Head teacher 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.

**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 Head teacher of Folly Hill 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 H&S targets in the School Development/monitoring Plan. Targets may include:
  - Provision of facility for H&S purposes,
  - Reductions in accidents/incidents,
  - Training for Governors/staff,
  - Revision of policy/procedure.
- 1.2 The H&S governor will act 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's behalf.
- 1.4 The H&S Governor report to the FGB termly. This report could 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. Head teacher**

As Senior Manager for the premises, and of all on & off-site school related activities, the Head Teacher 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 affect the requirements of this policy. The Headteacher will ensure that the following will be implemented:

- 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
  - Assessments are monitored and reviewed as necessary.
- 2.3 There is a management system for monitoring the effectiveness of H&S 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
  - Pond and school grounds
  - First Aid/medical facility and equipment
  - Premises staff equipment
  - Curriculum specific, e.g. gymnasium
- 2.6 An adequate needs analysis of H&S training (by the Headteacher) is undertaken for school staff and enough resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
- Head teacher 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
  - Slip and trip
  - H&S tour of the school
  - and any further specific H&S training identified by the training needs analysis as being necessary and appropriate.
- 2.7 Adequate and easily retrievable H&S training records are available and up to date.
- 2.8 The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- 2.9 A termly H&S report is provided to Governors.
- 2.10 The school cooperates and participates in the County's H&S monitoring arrangements.
- 2.11 A school's Educational Visits Co-ordinator is appointed and trained accordingly.
- 2.12 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.14 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- 2.15 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the means of escape.
- 2.16 An appropriate Deputy (senior teacher and caretaker) 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 Teacher and Caretaker**

The Senior Teacher and caretaker will take on the above responsibilities in the absence of the Headteacher.

#### **4. Staff**

Staff 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. Line staff 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 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. Caretaker**

The Caretaker is responsible to the Headteacher/Admin, and 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 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. H&S Co-ordinator**

The responsibilities of the H&S co-ordinator (the Headteacher at this time) will be:

- 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 taking 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 H&S 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 H&S 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 H&S 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. 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 either to the Headteacher or Caretaker or through the H&S record book outside the Headteachers office.
- 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.

To report any unsafe working practices to the Headteacher or H&S co-ordinator.

The Headteacher provides a brief induction on H&S procedures to all volunteers.

**9. Staff Safety Representatives (if applicable)**

H&S 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 H&S 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 H&S 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

Headteacher

Governor Representatives

Health & Safety Co-ordinator

Caretaker

Caterer in Charge



### **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 H&S risks to an acceptable level and to comply with minimum legal requirements:

#### **1. Accident Reporting, Recording & Investigation**

A record is kept of minor cuts, scrapes, and bumped heads etc. in school accident books. 'I have bumped my head' wrist band will be given as appropriate so that staff and parents are aware of any potential consequences. Details of more serious injuries will be reported on line.

If a child's injuries seem to be of a more serious nature, the parent (or the person nominated by the parent) will be informed. If they are unobtainable and circumstances require it, then a member of staff should take the child to the Accident and Emergency department of the local hospital or call an ambulance and accompany the child to hospital.

H&S Governors will inspect accident books as part of their termly risk assessment in order to investigate any accidents and to look at recurring problems.

The school secretary has a chart of notifiable illnesses in the office and will report to Public Health England.

#### **2. Asbestos**

Head Teacher, caretaker and admin are responsible for the Asbestos Survey Record - this is located in the staff room cupboard. **Surrey have appointed new contractors and should also sign the relevant section in their handbook if required. (BTU LTD and APIEONA)**

Any contractors will be given the survey in order to inform their on-site work. They should sign and date this document and this should be countersigned by the head teacher or caretaker:

- Any asbestos removal will be recorded in the survey- signed and dated by the head teacher.
- Any asbestos disturbance should be reported to the head.
- In case of asbestos disturbance, the risk to health will be assessed and the area/possibly the school will be cleared until safe notification from SCC that the site is safe.
- Asbestos disturbance should be reported through SCC- at this time to Nick Layton.

#### **3. Contractors**

A nominated team of Staff and Governors will meet with contractors and other representatives of the project before the project starts in a site meeting. H&S of all users of the school will be a major consideration and risk assessments will be put in place.

- On arrival at the school - ALL contractors receive advice on fire safety, and no smoking. Contractors will be encouraged to wear visitor badges if it is safe for them to do so.
- Contractors must sign in and out on a daily basis during school term times.
- We actively seek companies who have DBS checked employees when looking for contractors to work onsite during the school day. A risk assessment will be put in place to ensure the safety of pupils. We will not have contractors working on site during the school day who have not been DBS checked. Contractors in emergencies who have not been DBS checked will always have a DBS member of staff with them.
- Further liaison meetings will be dated in diary as necessary for size of project.

The Headteacher and Caretaker are responsible for monitoring the contractors and staff/governors/other stakeholders should report to the Headteacher or caretaker with concerns. They will then communicate concerns to the project manager or company involved.

The Governing Body shall maintain a policy of Best Value for all purchases. All purchases will be made through the school's ordering system. The Bursar shall keep records of all purchases made including quotations received but not accepted, together with the reasons.

The policy of Best Value will be applied using the four principles:

- Challenging how a service or supply is provided and why it is required
- Comparing performance with other schools
- Consulting with relevant stakeholders
- Competing as a means of securing efficient and effective services and supplies.

Purchasing arrangements will be made in accordance with Section E of the Finance Manual.

Also see Finance Policy.

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

- Staff will produce a Risk Assessment before school outings, or any activity considered to have an element of risk e.g. castle area on playground.
- PE subject leader is familiar with *the BAALPE document "Safe Practice in Physical Education and School Sport" for PE.*
- Staff will be regularly updated as to any hazardous areas of the school, any increased security, emergency evacuation processes and up to date information from SCC.
- Staff should be responsible for their safety and that of colleagues and pupils and report any concerns either directly to the caretaker or head. They may also report concerns through the H&S record book outside the headteachers office on top of the cabinet.

See Educational Visits Policy.

#### **5. Drugs & Medications**

##### **SHORT TERM MEDICATION**

Whenever possible parents will be encouraged to give medicine at home. Special arrangements can be made for the continuation of prescribed courses of medication, e.g. if four doses a day are needed, to be carried out at school. PLEASE NOTE: We cannot guarantee that medicines in school will be given at the time specified. Parental advice will be sought if the specified time is missed

The parent must complete a Pupil Medication Request form, giving details of the medicine, dosage and time as well as giving permission for the medicine to be administered. Completed forms are kept in the Medication File in the First Aid cabinet.

For more detail refer to "Medication Policy"

##### **LONG TERM CHRONIC CONDITIONS**

Children suffering from long term chronic conditions such as asthma, diabetes etc, should have access in the Office to inhalers etc. It should be noted if these should be taken on school outings. PLEASE NOTE: We cannot guarantee that medicines in school will be given at the specified time. Parental advice will be sought if the specified time is missed.

Children with a long-term condition will have a special health plan.

Individual Pupil Medication Records and Medication Request forms will be kept in the Medication File. Any changes in medication regime should be entered in the Medication File.

All members of staff will be made aware of any pupil with a potentially life-threatening condition, eg with severe allergies and/or an EpiPen. All teaching staff will receive relevant training. Details of action needed will be kept readily accessible.

Extract from Medication Policy. See also Drug and Alcohol policy.

#### **6. Electrical Equipment [fixed & portable]**

- The caretaker conducts a visual electrical safety site inspection on Monday morning including portable

devices.

- A formal PAT test will be carried out by a qualified person annually in line with HSE guidelines. The record of these visits is kept in the Bursars office.
- There should be no mains powered electrical items in school unless they have been PAT tested. The school could accommodate PAT testing for clubs, Friends and governors.
- Defective equipment is reported by all staff to the caretaker who then contacts the necessary contractor to deal with the problem.

See Bursar PAT list.

## **7. Fire Precautions & Procedures (and other emergencies)**

- The caretaker tests the fire alarms weekly and records this information in a file. The break glass points are also tested at this time.
- Evacuation drills are carried out termly- at differing times of day. These are recorded in the fire and rescue folder. This is also reported in the heads report to the governors.
- If there is to be a lock in- e.g. a bomb scare- staff will be informed by voice alarm, children and staff will take cover under tables or spaces away from windows. To avoid causing the children unnecessary stress the governors feel we should practise the principles of lock-in without mentioning bomb threats or other reasons for going into a lock-in situation.
- Fire extinguishers are tested annually
- All staff are responsible for keeping fire exits clear.
- Staff are trained in emergency fire procedures on a three-year cycle through SCC.
- Farnham Fire Service is issued with a plan of emergency exits and extinguisher points. This is updated as appropriate.

## **8. Emergency Evacuation Plan (EP)**

Refer to EP in staff room wall.

See Fire Risk assessment.

## **9. First Aid**

- There will always be a member of staff with full paediatric first aid training on site. All staff will renew basic first aid training every three years.
- First aid boxes are in the labelled cupboard under the bed in the school office, in Breakfast Club and in the shed on the school playground.
- First aid boxes are also available for school trips.
- The school secretary ensures these are kept well stocked.
- In case of emergency it would usually be the school secretary who summons the ambulance- but as part of our training we are aware that the second person on the scene of an incident should call the ambulance. The head or member of teaching staff will accompany the child to hospital IF a parent/ carer cannot be reached.
- Staff dealing with open wounds will always wear the protective gloves provided. These are in the First Aid cabinet in the Office.
- First Aid treatment will be given where necessary, although antiseptic creams will not be used. Cuts and grazes should be cleaned with cold water or antiseptic wipes. A list of those children who are allergic to plasters is located inside the First Aid.
- A record is kept of minor cuts, scrapes, and bumped heads etc in school accident book. 'I have bumped my head' wrist band will be given as appropriate so that staff and parents are aware of any potential consequences. Details of more serious injuries will be reported on line.
- If a child's injuries seem to be of a more serious nature, the parent (or the person nominated by the parent) will be informed. If they are unobtainable and circumstances require it, then a member of staff should take the child to the Accident and Emergency department of the local hospital or call an ambulance and accompany the child to hospital.

## **10. Glass & Glazing**

We ensure all glass is of a safe standard. Breakages are referred to the caretaker and the area made safe. Safety film has been applied where necessary.

## **11. Hazardous Substances**

- Hazard data sheets are kept in the bursar's office. Staff are aware if substances are hazardous.
- Risk assessments are carried out by the caretaker if deemed necessary by him.
- Staff will be advised of correct protective clothing to be worn.
- Hazardous substances are stored in a locked cupboard which is labelled with a warning.
- In the case of a COSHH incident- reports will be made to SCC or SCS (Surrey Commercial Services)
- Children should not enter the school kitchen or caretaker's cupboard at any time.

## **12. H&S Advice**

- The head teacher, caretaker and admin attend any relevant training organised by SCC. This includes training for H&S leaders, Ladder safety, Legionnaires training, e-safety etc.
- Members of the Governing Body and staff also attend training when deemed necessary.

## **13. Housekeeping, cleaning & waste disposal**

- The caretaker is contracted to keep the premises clean, to ensure rubbish does not accumulate, wet clean floors when staff and children are not on the premises or if necessary, use a warning sign.
- Sanitary waste is collected in the bin in the staff toilet and this is collected on a half termly basis.
- The caretaker ensures glass and sharp objects are disposed of appropriately.
- The school aims to recycle materials where possible- this includes paper, pens, compostable, ink cartridges, plastics and cardboard currently.
- Recycling, compost and waste bins are positioned around the school and children are encouraged to dispose of waste sensibly and thoughtfully.
- External bins are chained to the fence for safety and security reasons.
- In case of snow, the caretaker is responsible for ensuring the site is safe through shifting snow and spreading salt. However, the caretaker should be aware of their own safety at this time.
- There are kits available for bodily waste.
- The caretaker carries out monthly Legionella checks on the water supply.

See Caretaker job profile

## **14. Handling & Lifting**

- A proportion of caretaker time is allocated to portering. Staff ask the caretaker if heavy loads need to be moved. The caretaker should be trained in manual handling.
- The caretaker has equipment to help with lifting of heavy loads and has attended training.
- Some Staff have been trained in the moving of pupils through a "Positive Options" workshop

## **15. Jewellery**

- Our home/school agreement identifies that pupils should not wear any jewellery apart from watch, alert bracelets and stud earrings. These are to be removed for PE.
- Staff are aware of dangers of wearing jewellery during PE, science and DT lessons. They should be aware that pupils may also grab onto a necklace or earring.

## **16. Lettings/shared use of premises**

- A key holder of Folly Hill School should be on site for any events in the school, including Friends events.
- Public entertainment licenses will be obtained when necessary.

- People who use the school should have an initial meeting with school staff in order to discuss:
  - Telephone provision
  - First aid
  - Emergency evacuation or lock in
  - Restrictions on use of equipment and areas of the school
  - Responsibilities such as clearing up, storage of money, administering of first aid, taking the lead in an emergency
  - Drug and alcohol policy
  - Asbestos register when appropriate

Also see Lettings Policy.

#### **17. Lone Working**

- Staff are encouraged not to work in school alone.
- This is unavoidable at times – staff should then ensure someone knows where they are and what time they went there.
- They should always have a mobile phone with them.
- They should assess the risk of anything they do- is this safe? Is any risk involved? If so don't attempt to do it.
- We recommend that the member of staff informs someone they are lone working and checks in with this person when they leave.

Also see school Lone Worker risk assessment.

#### **18. Long Term Evacuation Plan**

This is detailed in our Emergency Plan. Temporary relocation would be at The Hale Academy. Our Emergency Pack would go with us. This contains:

- School list
- Pen and paper
- Emergency contact numbers
- Emergency procedures document from SCC
- Plan of school with vital points noted
- Schools emergency plan
- Fire press key
- First aid kit

This is checked as part of risk assessment of the school.

In case of emergency we leave the building with:

- Emergency pack (kept in school office)
- Registers
- Pupil details file
- Staff board
- Visitors log
- Kitchen log
- Diary
- A mobile phone if possible
- Medical items

#### **19. Maintenance / Inspection of Equipment**

- The caretaker has ladder safety awareness, so he checks ladders. Ladder safety notes are kept with the ladders.
- Gymnastic equipment and Trim Trail is checked annually through the schools buyback for inspections and weekly visual check.
- Fire alarms are checked weekly by the caretaker and four times a year by our contractor
- Security alarms are checked six monthly by contractors
- Smoke detectors are checked four times a year by Kier

- The caretaker ensures design technology equipment is stored safely and is serviced.
- The Caretaker also stores gardening equipment safely and arranges regular service of electrical equipment.
- Service of gardening equipment is recorded in a log by the caretaker.
- List of tools on asset register
- Caretaker has risk assessments for all ground's equipment.
- These should be checked by the caretaker line manager.
- This is all recorded either in caretakers log or in logs kept in filing cabinet outside heads office.
- Bursar also has some records e.g. gym equipment.

## **20. Monitoring the Policy**

- The caretaker and headteacher do a H&S inspection of the site once a term and makes recommendations to the H&S governors. Governors also monitor medical and accident trends.
- The school secretary monitors sickness trends and works alongside the head and Educational Welfare Officer.
- The school secretary reports more serious accidents online and the Headteacher reviews these reports in accordance with LA guidelines.
- The Headteacher ensures that all staff, pupils, students, governors, visitors are aware of H&S regulations and that the policy is up to date and effective.
- The head also carried out risk assessments on new members of staff and students.

## **21. Personal Protective Equipment (PPE)**

- The caretaker should wear a protective mask and gloves when working with hazardous substances or working on dry compost or carrying out Legionnaires checks- if in an enclosed area. All staff should wear appropriate PPE if directed by manufacturers of equipment or products.
- Staff and volunteers should also wear protective aprons in art and cookery sessions.
- Staff should wear disposable gloves when dealing with open wounds and continence management, also a disposable apron when dealing with bodily fluids.

## **22. Reporting Defects**

- Hazards should be reported to the caretaker or Headteacher or entered in the book located in Office.
- Personnel will be made aware of hazards and warning signs or barriers will be put in place.
- The caretaker will either repair the hazard or contact outside contractors- normally getting an estimate from at least two companies.

## **23. Risk Assessments**

- The Headteacher and caretaker are responsible for most risk assessments.
- All staff take responsibility for risk assessment in their physical areas of the school, content of sessions and outdoors and out of school learning.
- These are reviewed as necessary according to amount of use.
- Risk assessments for pupils and staff with medical problems are carried out as necessary.
- Also, a person with a disability would be risk assessed before using the school site and a personal emergency plan put into place.

## **24. School Trips/ Off-Site Activities**

The Headteacher is the school's Educational Visits Co-ordinator. When planning a trip staff should consider:

- Adult/child ratios
- DBS checks for volunteers if they are to take children to the toilet or be alone with a group at any time. A pre-meeting for volunteers will advise on safeguarding procedures.
- Risk assessment of the place they are visiting
- Safest forms of transport or walking route
- First aid essentials
- Change of clothes, sick bucket
- Emergency contact details for home, school and county

- County emergency procedures card
- Emergency procedures for place visited
- Necessary refreshments
- Signed approval from parents
- Relevant medication and instructions from parents on medical needs.
- Need for County approval

See Educational visits policy.

Parents/carers are strongly advised to drive carefully around the neighbourhood.

They are also advised to not use the school drive as a pathway. The school will attempt to close the drive gates before and after the beginning and the end of the school day. Users of school access paths should walk, not run.

## **25. School Transport**

- Children and staff must wear seat belts when on a coach for school trips.
- If children are transported by car, they must have the necessary seat belt and booster seat (unless in an emergency) and the driver must be DBS checked and have appropriate insurance and parental permission for the children he/she is transporting.
- If children travel by bus staff must ensure they always sit down and stay with the member of staff.
- Parents will need to complete permission slips for all off site activities.

## **26. Smoking**

Folly Hill is a non-smoking site and always operates a no smoking policy throughout the grounds and buildings. This applies to every person who uses or visits the school site, unless it is a letting.

## **27. Staff Consultation**

Staff are encouraged to approach the Headteacher with concerns which can be raised at meetings or emergency meeting called if necessary.

## **28. Staff H&S Training and Development**

- New staff are briefed on H&S arrangements by the Headteacher as part of the induction process.
- The caretaker takes new staff through ladder safety and the head ensures new staff know where relevant documentation is kept as well as templates for risk assessments.
- Staff are told how to use Interactive Whiteboards and VDUs safely.
- Admin staff have worked on workstation safety audits.
- New staff are warned that they should not enter the kitchen area.
- The caretaker conducts tours of the site to ensure new staff know about hazardous areas such as substance storage, boiler room, pond and bin site.
- We keep an up to date register of staff contact details and medication needs in the school office.

## **29. Staff Well-being / Stress**

The Senior Leadership team and Governors are very aware of staff stress issues and take steps to ensure a good work life balance

See work/life balance policy and managing staff absence policy.

## **30. Supervision [including out of school learning activity/study support]**

- All staff of the school have DBS checks.
- All volunteers who work with children on a regular basis have DBS checks. A child is never alone with an adult who is not DBS checked.
- Pupils should always be supervised by a member of staff and be aware of safety requirements in all areas of

the school.

- We have agreement at Folly Hill School that the adult /pupil ratio on trips should be 6 to 1, 5 to 1 in Early Years.
- Children will always be supervised at playtimes by at least one adult: this will usually be two.
- See Educational visits policy and users guide to Folly Hill.

### **31. Use of VDUs / Display Screens**

- All teaching staff have advice from the head as to how to use VDUs safely. The school provides a work station for teachers who are working during PPA time.
- Staff are encouraged to take regular breaks identified by their own need.
- As an employer of staff who regularly use VDUs- administrative officer and school secretary – they are entitled to approach the governing body for free eye tests and reimbursement for spectacles.

### **32. Vehicles on Site**

- The only vehicles allowed on site are staff, volunteer, invited visitor and contractor vehicles. They will park in marked bays.
- There is a parking place for disabled persons.
- Cars are not to be parked near the school building for fire risk reasons.

### **33. Violence to Staff / School Security**

- The school gates are locked at night and the school is locked and protected by an alarm system.
- Staff are advised to work on site with a colleague. They should have a mobile phone with them and tell someone where there are if lone working is unavoidable.
- Doors are kept locked during the school day unless persons are outside, or it is break time and toilet facilities might be needed.
- The school is opened/closed by a key holder of the school who will check the site to ensure all doors are locked and windows secured. The alarm will be activated/deactivated by the key holder.
- Persons visiting the school must enter through the front door.
- Staff will sign in using the board outside the office- this is for their own safety.
- Deliveries will be taken and signed for at the door.
- Visitors to site will be assessed according to need.
- Contractors and occasional visitors will need relevant paperwork and will need to sign in and wear a visitor's badge.
- Frequent visitors will need to sign in and wear a visitor's badge.
- Visitors to the kitchen will sign the visitor's book in the main office.
- Staff will check paperwork of any visitor who is unknown or unexpected.
- Visitors with a disability will work with the head or caretaker on an individual risk assessment.
- Only staff and governors have access to our front door and gate security code.
- Staff will take a whistle/bell to the playground when they are on duty in order to raise the alarm if an incident occurs during the break.
- During performances, fetes and all events- emergency exit procedures should be gone through.
- If the burglar alarm rings when the school is closed- our security agent will contact key holders until they successfully get in touch with a holder to check the site.
- This person (key holder) will check the Zone Panel in the entrance hall, any sign of an intruder or disturbance they should leave the site and call the police. The Key holder should have a mobile phone and torch.
- All persons should report verbal and physical abuse to the Headteacher who will act as appropriate and in discussion with injured parties and their families as necessary. This incident will be recorded as well as any action, next steps and date for review.
- The governing body will follow LA procedures to deal with abuse, threats and violence. (See attached booklet.)

### **34. Working at Height**

- Staff should always use a ladder when working at height- such as hanging displays. This may not always be possible and suitable methods should be assessed.



- Ladder safety documents are in the library cupboard and the caretaker has trained staff and will update when necessary.
- Only the caretaker should access the roof or ceiling areas.

### **35. Pond area**

- The pond area will be marked with safety notices.
- The pond area will be kept in a tidy condition and the pond kept clear of debris.
- The pond area will always be locked when not in use.
- The pond will not exceed one metre in depth
- The pond area must be fenced in. The fence must be taller than the depth of the pool.
- The edge of the pond should be clearly visible.

Staff should follow school risk assessment on the pond area which states:

- No children to be in pond area without an adult: child ratio of 15:1 at all times.
- If a child falls into the pond- first aid will be administered if necessary, an ambulance and parent/carer called if necessary and the child kept warm and given a change of clothes.

### **36. Slip & Trip**

Staff will be made aware of potential hazards and a note made in the H&S log outside the school office. Online training is available from H&S Executive.

### **37. Work Experience**

- The Headteacher will work with the placement provider on risk assessments for students and work experience persons.
- All students will have an initial interview with the Headteacher and be inducted in school H&S policy.
- They will also have a site tour pointing out potential hazards and safety arrangements. Accident procedures will also be gone through.
- The Headteacher and student will also complete a personal risk assessment.

### **38. Safe Seating**

Staff should be aware of their posture when spending long periods of time at a computer. Head and caretaker should risk assess work station safety as part of their risk assessment procedures.