



# West Byfleet Junior School

## Health & Safety Policy

### INTRODUCTION

The West Byfleet Junior School Health and Safety Policy is produced in accordance with the Health and Safety at Work Act (1974) and in accordance with the Surrey County Council Health and Safety Policy.

Our Health and Safety Policy sets out our approach, organisation and arrangements for identifying and controlling hazards faced by staff, pupils and other persons present on the school premises including visitors.

Everybody within the school has some responsibility for Health and Safety (H&S).

### MANAGEMENT & RESPONSIBILITIES

#### 1. Governors

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:

Include H&S targets in the School Development Plan. Targets may include:

- Provision of facility for H&S 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 their behalf.

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Policy: Health & Safety  
Nominated Staff Lead: SBM  
Nominated Governor Lead: Business & Safety Committee

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- 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
  - Suggestions on future H&S initiatives
- 1.5 Facilitate any necessary review of the schools H&S policy and procedure as may become apparent via the strategies above.
- 1.6 The governing body will take all reasonable measures to ensure that:
- The premises and equipment on site are safe and do not put the health or safety of staff, pupils, or visitors at risk while they are on the premises
  - They will make adequate provision for maintenance of the school premises and equipment

## 2.0 Headteacher

As senior manager for the premises, and of all on and off site school related activities, the Headteacher is responsible for the day-to-day management of health and safety. They will advise SCC and Governors of any H&S issues where their support or intervention, either through system or finance, is necessary and 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 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
- 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,

along with any further specific H&S training identified by the training needs analysis and 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 Coordinator (EVC) 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 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 staff (e.g. an H&S Coordinator) who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

### **3. Deputy Headteacher**

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

### **4. Managers**

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

- 4.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
- 4.2 All accidents and incidents occurring within their areas are reported, recorded and investigated in accordance with the school's procedure.
- 4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- 4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.

- 4.5 H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report to the Headteacher is provided where necessary.
- 4.6 The H&S training needs of staff are identified and the Headteacher informed accordingly.
- 4.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- 4.8 New transferred and temporary staff receive appropriate H&S induction training.
- 4.9 First aid provision is adequate.
- 4.10 Pupils are provided with 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, following manufacturer's instructions to allow us to comply with safety legislation.
- 5.7 They report any defective equipment to the relevant person.
- 5.8 All accidents and incidents are reported, including near misses, and reviewed or investigated.

## **6. Site caretaker**

The site caretaker is responsible to the Headteacher and School Business Manager, and in particular will ensure:

- 6.1 The removal from service of any item of furniture, apparatus or equipment, that 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 Coordinator, 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.
- 6.7 Ensure that all contractors on site are aware of the emergency evacuation procedures and have sight of the school health and safety policy as appropriate to their work.
- 6.8 Ensure that all contractors view the asbestos register prior to commencing works that may involve working in areas with the potential of disturbing asbestos.
- 6.9 Inform all contractors of any known hazards which might affect them whilst at work.

## **7. Health & Safety Coordinator**

The Headteacher may appoint or nominate an H&S Coordinator to carry out H&S functions and maintain an overview of the H&S organisation and management of the school, and report to the Headteacher accordingly. Specific functions of the H&S Coordinator may include:

- 7.1 Having an overview of the school's H&S policy and arrangements, bringing amendments to the attention of the Headteacher where necessary.
- 7.2 Overseeing and supporting the school's risk assessment/risk management process and advising the Headteacher of any deficiencies.

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- 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 Coordinating 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 and volunteers)**

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also cooperate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

- 8.1 Take reasonable care for their own safety while at school or during school activities, as well as caring for colleagues and pupils.
- 8.1 Participate in the school's risk assessment process and comply with findings.
- 8.2 Cooperate with the school as far as is necessary to enable the school to comply with its legal obligations regarding H&S.

- 8.3 Report any defects in the condition of the premises or equipment of which they become aware.
- 8.4 Inform a line manager about any unsafe working practices, injury or suspected ill health or violence which arises through work at school.
- 8.5 Report all accidents/incidents in accordance with the school's procedure.
- 8.6 Not deliberately interfere with or misuse anything provided for the purposes of H&S and welfare.
- 8.7 Be familiar with the procedure to be followed in the event of a fire or emergency.
- 8.8 Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- 8.9 To follow all relevant codes of safe working practice and local rules.
- 8.10 To report any unsafe working practices to their line manager.

## 9. Pupils

All pupils are expected, within their expertise and ability to:

- 1. Exercise personal safety for themselves and their fellow pupils.
- 2. Observe standards of dress consistent with safety and hygiene, e.g. no jewellery is allowed to be worn.
- 3. Observe all the safety rules of the school
- 4. Use and not misuse things provided for safety purposes

## 10. 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 health and safety or welfare at work.
- 9.3 To make representations to the Headteacher on matters affecting the health, safety and welfare of employees.



- 9.4 To carry out workplace H&S inspections, subject to reasonable notice to their line manager.
- 9.5 To attend safety committee meetings.

A safety representative is not obliged to carry out any or all of the above functions, and has no legal responsibility other than that which applies to all employees.

## **ARRANGEMENTS & PROCEDURES FOR HEALTH, SAFETY & 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. Access Control/Security**

Entry to the school during the school day, for parents and visitors, will be via use of the intercom connecting to the office at the main pedestrian gate. Staff and governors will gain access to the premises by use of an individual identity key fob. Children will enter and leave school by the rear and side doors, which will be closed at 3:40pm. The gates will be open from 3:15pm for parents to enter the playground to collect their children at the end of the day. A member of staff will wait in the playground until 3:40pm and then accompany any child that has not been collected to the office. Any further entry after this time will be via the intercom and main pedestrian gate to ensure maximum security in school.

Visitors must sign the Visitor's Book and wear a visitor's badge. Any adult not wearing a visitor's badge must report to the school office.

During lesson times, the rear and side doors will be closed after classes have exited for PE. These doors may remain open during lunchtime and break times.

At the end of each day, it is the responsibility of either the caretaker or a member of the SLT to ensure that the building is locked and the alarm set.

All gates must be locked at the end of the day.

A CCTV camera is in operation on a continual basis to ensure that the site maintains security.

### **2. Accident Reporting/First Aid and Medicines**

Trained First Aiders are present throughout all departments. Treatment is available in the first aid room (known as the 'healing bay' to the children) adjacent to the school office. First aiders

are responsible for administering the accident reporting procedure. (please refer to the Administration of Medicines Policy)

Children requiring first aid, during break times, will be accompanied to the first aid room by another child and inform the first aider present.

First Aiders will wear the disposable gloves provided when dealing with blood, fluids or spillages.

A standard text message will be sent informing parents if their child has sustained a head bump during the day.

In the case of serious injury or life threatening conditions the Headteacher, Deputy Headteacher, or member of the SLT will be informed immediately so that parents may be informed and an ambulance summoned. It is a requirement that these accidents are reported to, and reviewed on, the SCC on-line accident/incident reporting system.

Parents of children requiring medicine as part of a course of treatment should sign an Administration of Medicine form available from the school office. All medicines must be clearly labelled and handed to the school office for safe keeping where it will be locked in the Medicine cabinet. Medicine will be administered by the office staff who will follow the instructions provided on the Administration of Medicine form.

Parents of pupils diagnosed with Asthma will provide the school office with two/three inhalers (clearly named), one will be kept with the child in the classroom, one in The Oaks (If three provided), the other stored in the office for emergency back-up. Inhalers will be taken outside to PE with the child. An Asthma register is held in the office.

Disposal of medical waste and sharps are disposed of appropriately in the waste and sharps bins provided.

Access to the site defibrillator is located on the side of the main building (outside the art room), with the code available from the School Office or Emergency Services if required.

### **3. Asbestos**

The school maintains an asbestos register, which contains a copy of the asbestos survey, this shows where in the premises asbestos has been identified or suspected. Approved registered contractors are employed to deal with any removals (where premises contain asbestos, this does not mean that there is a danger to health, safety or welfare. If the asbestos is in good condition and is not in an area where it will be damaged by every day activities then it is safer to leave it in place).

### **4. Curriculum Safety**

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Requirements for teaching staff to undertake suitable (written) risk assessments prior to commencing hazardous activities, specification of staff qualification requirements to teach certain activities, refer to any H&S publications adopted by the school which staff must be familiar with e.g. the Association for Physical Education document “Safe Practice in Physical Education, School Sport and Physical Activity”:[www.afpe.org.uk](http://www.afpe.org.uk)

## **5. Electrical Equipment (fixed and portable)**

Regular visual inspections to be carried out by users of electrical equipment. Portable Appliance Testing (PAT) is carried out on an annual basis by a competent person (currently the School outsources this task). No electrical appliances are to be brought into and used in School without a PAT being carried out. This can be carried out by the caretaker for ad hoc items. Five yearly checks on fixed wiring. Emergency lighting is tested annually.

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

The schools procedures for fire and emergency evacuation are in place. Evacuation instructions are visible in all main areas of the building. A termly fire drill will take place and the result recorded in the fire log book. Both the fire system and the fire extinguishers will be checked on an annual basis by contractors recommended by SCC.

Everyone in school should follow measures in order to prevent possible fires and maintain safety routes including:

- ensuring all emergency exit doors and routes are kept free from obstruction at all times;
- rubbish is placed in the rubbish bins provided;
- keeping equipment and material away from heat sources.

In the event of a lockdown, full procedures are included in the Lockdown policy.

## **7. Glass and glazing**

The school ensures that any glass that is likely to cause injury if it is broken is either replaced or made safe. A safety material (e.g. laminated or toughened glass) is specified.

## **8. Handling and lifting**

Procedures for ensuring safety in the workplace include identifying risks and avoiding hazardous manual handling procedures. Staff should use safe systems of work, including correct lifting procedures and using aids for lifting of loads.

If pupils are asked to carry items of equipment or furniture around school the following

guidelines should be followed:

- Items to be carried must be within the pupil's capability
- When lifting or moving furniture pupils must be under constant supervision
- Pupils should not be allowed to stand on tables, step ladders or chairs, or get items that are out of reach

## 9. Hazardous substances

The control of substances hazardous to Health Regulations 1999, often known as COSHH Regulations, requires the school to ensure that substances which can harm staff and others are stored, moved and used or handled in a manner which is safe and without risk to anyone's health.

## 10. Health & Safety Advice

**The Education (School Premises) Regulations 1999**, which prescribe minimum standards for school premises. They include a general requirement that every part of a school's premises must be such as to reasonably assure the health, safety and welfare of the occupants.

**The Health and Safety at Work Act 1974 (HSWA)**. This is the enabling act which sets out the broad principles for managing H&S legislation in workplaces, and places a general duty on employers to "ensure so far as is reasonably practicable" the health, safety and welfare at work of all their employees." It requires employers to conduct their undertaking in a way that does not pose risk to the H&S of non-employees. The HSWA is the main H&S legislation.

**The Workplace (Health, Safety and Welfare) Regulations 1992**, which outline provisions that must be made in relation to the work environment.

**Managements of Health and Safety at Work Regulations 1999 (MHSWR).**

**Approved Codes of Practice (ACOPs) and Health and Safety Executive (HSE) guidance documents and standards.**

## 11. Housekeeping, cleaning and waste disposal

The school follows any legal waste obligations to ensure the correct licensing of their waste and maintain such records and safe storage.

Arrangements are in place to ensure the premises are kept clean, and to minimise accumulation of rubbish. Any wet floor cleaning is kept to a minimum within the school day with clear signage displayed whenever the floors are wet due to an increased risk of slips. The external bins are secured in a designated area away from the building.

## 12. Jewellery

For the safety of our children, the wearing of earrings/studs, necklaces and bracelets is strictly forbidden during the school day (except for medical purposes). We strongly recommend that if a child wishes to have their ears pierced it is arranged at the start of the summer holidays. This will allow the six-week period of healing. Parents are able to purchase “earring posts” to wear in place of earrings to prevent the holes closing over. Parents will be contacted to come to school if a child arrives at school wearing earrings of any variety, to remove the earrings if a child is struggling to do this independently.

## 13. Lettings

The Headteacher and Governors must ensure that:

1. Hirers have safe access into and out of the premises.
2. Fire escape routes and exits are clearly marked.
3. Hirers of the building are briefed about the fire escape routes, alarms and emergency contact numbers.
4. Hirers using any equipment or facility provided by the school are familiar with its safe use and if necessary briefed accordingly.

Refer to the Lettings Policy for further information.

## 14. Lone working

Staff should always consider their safety if they are working on site alone. They should always ensure that someone knows when this is ever the case, whether that be a family member or another member of staff.

## 15. Long Term Evacuation Plan

Details are contained within the school emergency plan.

## 16. Maintenance

The school ensures that the regular maintenance is carried out, in accordance with best practice and as required by legislation including the following:

- Air conditioning unit checks
- Boiler maintenance
- Electrical appliances checks

- Fixed electrical installation testing
- Emergency lighting testing
- Local extraction ventilation
- Fire risk assessments
- Fire alarm testing
- Fire door checks
- Fire extinguisher checks
- Gym equipment safety checks
- Gas appliance safety checks
- Gas pipe soundness checks
- Kiln and ceramic electrical equipment checks
- Kitchen deep cleaning
- Lift safety checks
- Machinery tooling checks
- Pressure vessel checks

Water supply (Legionella): The school arranges regular risk assessments and testing of water systems (water storage tanks, shower systems and other systems, which potentially hold water at a temperature between 20 and 45 °C) for all premises is arranged to ensure that:

- The school has a wholesome supply of water for domestic purposes including a supply of drinking water.
- W.C.s and urinals have an adequate supply of cold water and washbasins, sinks (including deep sinks) and showers have an adequate supply of hot and cold water.

## 17. Monitoring of Health & Safety

The Governors and Headteacher will be responsible for monitoring H&S in school and it links to:

- Child Protection & Safeguarding Policy
- Premises Management Policy
- Administration of Medicine Policy
- Supporting Medical Needs Policy
- Protocol for First Aid & Healing Bay Procedures
- Educational Visits Policy
- Snow Policy
- Lockdown Policy

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

Selection of PPE equipment is available for staff, provided free of charge where risk assessment determines to be necessary.

## **19. Playground safety**

School rules about playground behaviour designed to maximise playground safety. Conscientious supervision of children at playtimes. Regular inspection and maintenance of playground equipment, with safety surfaces under all climbing apparatus.

## **20. Reporting defects**

Staff are regularly encouraged to report any health and safety concerns. There is a book located in the office that the caretaker checks on a daily basis and there is also a form located in the staff room to report any concerns. The SBM will monitor the issues with the caretaker and ensure that any actions are done on a timely basis. This is reported using an online reporting form, which directly emails the SBM and caretaker to alert and action.

## **21. Risk assessments**

The school will apply the risk assessment process to all of its activities and situations and take appropriate action. All risk assessments carried out will be recorded and copies kept in school.

## **22. School trips/off-site activities**

See Educational visits Policy and Staff Handbook

## **23. School transport**

Any staff driving the school minibus must have completed the training required and have the relevant driving qualification on their driving licence. Safety checks to be carried out on the minibus and the log completed before driving. Two adults to be present on the minibus when transporting pupils.

## **24. Smoking**

Smoking is not permitted anywhere on the school premises

## **25. Staff Health & Safety training and development**

All new staff are briefed about H&S arrangements and by either their line Manager, SBM or Headteacher at induction. A checklist is completed to confirm that all relevant areas have

been covered and signed by both parties. Further training requirements can be requested and completed during their employment, particularly updating staff of any changes in legislation or updating of school procedures.

## **26. Staff well-being/stress**

It is important to maintain an ethos that values all staff and where recognitions of success is given regularly. An open working climate is encouraged in which staff can share problems and concerns and feel their voice is being heard. Staff are offered reasonable breaks within the school day and are encouraged to leave school at a reasonable time.

## **27. Use Of VDU's/display screens**

Assessing risks by high frequency users, ensuring workstations meet recommended standards. Training to be given to staff in safe practices including repetitive movements and posture. Staff are offered free eye tests.

## **28. Vehicles on site**

Restriction of vehicles on site is for staff only. All contractors and deliveries requiring access, must call the gate access phone to gain access. A speed restriction of 5 mph is applied on site with signage clearly on display. Vehicle access and pedestrian access to the school is separate.

## **29. Violence to staff/school security**

The school site is kept secure by an access entry system on the gates with CCTV cameras around the site. All visitors to sign in on entry.

## **30. Working at heights**

Staff are encouraged not to climb. If they require anything done beyond their reach, then they need to request the caretaker to carry out this task.

## **31. Work experience**

All work experience students on placements at the School receive induction and are supervised at all times.

## **32. Infection control**

Arrangements for managing a range of common and important infections including COVID-19 are implemented with guidance available from SCC and Public Health England. The school will encourage staff and pupils to follow good hygiene practice to minimise spread of infection.