



Health, Safety and Welfare Policy

Last Review: **September 2024**

Approved by: Governing Body

Date: 23rd September 2024

Next Review Date: **September 2025**



Contents

1.	Health and Safety Policy Statement	4
1.1	Statement of general policy on health, safety, and welfare.....	4
1.2	Organisation and responsibilities for health, safety, and welfare	5
2.	The governing body.....	5
3.	Head of School.....	6
4.	Senior Leadership Team.....	8
5.	Managers	8
6.	Teaching staff (including supply).....	9
7.	Site manager/caretaker	9
8.	Health and safety Lead	10
9.	All employees (including temporary and volunteers).....	11
10.	Safety representatives	12
11.	Health and safety committee.....	13
1.	Arrangements and procedures for health, safety, and welfare	14
1.	Accident and near miss reporting, recording and investigation	14
2.	Asbestos	14
3.	Contractors.....	14
4.	Control of safe handling and use of hazardous substances.....	14
5.	Curriculum safety	15
6.	Display screen equipment	15
7.	Electrical equipment	15
8.	Emergency procedures	15
9.	Fire precautions and procedures	15
10.	First aid.....	15
11.	Glass and glazing	15
12.	Health and safety advice.....	16
13.	Housekeeping, cleaning, and waste disposal.....	16
14.	Infection control (COVID-19).....	16
15.	Jewellery.....	16
16.	Lettings/shared use of premises	16



17.	Lone working	16
18.	Long term evacuation plan.....	16
19.	Maintenance of equipment.....	16
20.	Management of medicines	17
21.	Manual handling	17
22.	Personal Protective Equipment (PPE)	17
23.	Playground safety	17
24.	Risk assessments.....	17
25.	School trips/ off-site activities.....	17
26.	Site security/ visitors	17
27.	Smoking.....	18
28.	Staff consultation	18
29.	Staff health and safety training.....	18
30.	Staff well-being / stress.....	18
31.	Swimming pools.....	18
32.	Vehicles on site.....	18
33.	Violence/school security	18
34.	Water management (Legionella)	19
35.	Working at height.....	19
	Appendix A: COVID-19.....	20
	Appendix B: Risk assessments and guidance	21



1. Health and Safety Policy Statement

1.1 Statement of general policy on health, safety, and welfare

The Governing Body and Head of School of St Clement's Catholic Primary School:

1. Recognise and accept their responsibilities to provide and maintain a safe and healthy environment, ensuring the welfare of all employees, students, and visitors.
2. Require all managers in the school community to act in accordance with the school's health and safety policy and procedures and require the same of persons that they supervise and take responsibility for.
3. The governing body and Head of School will provide as necessary, sufficient policy, procedures, arrangements, and supervision, to ensure compliance with all relevant health and safety legislation, and will so far as is reasonably practicable ensure:
 - The maintenance of safe plant and safe methods of work without risks to health.
 - The safe use, handling, storage and transport of articles and substances
 - Effective information, instruction, training, and supervision to keep all staff, pupils, and visitors safe is readily available.
 - The premises for which they are responsible for have safe access and egress for all staff, pupils, and visitors
 - Adequate facilities and arrangements for welfare are provided
 - A positive health and safety culture is promoted, through communication and consultation with employees and their representatives.
 - The safety of visiting contractors, members of public and authorised visitors
4. In support of the above, the governing body and Head of School will ensure an adequate process for risk assessments for the school to be carried out and the significant findings shared with all relevant persons and incorporated into the school's health and safety procedures.

Over the course of the last year, the school has responded to the huge challenges posed by the Coronavirus pandemic. The school is committed in doing everything we can to support our staff during the coronavirus pandemic, this shall include but not be limited to, providing dedicated support for remote working, mental health and wellbeing, and guidance, instruction, and training for safe working during the pandemic.

[Insert signature/ date]

A handwritten signature in cursive script that reads 'Irma Chappell'.

16th September 2024

Joseph Cook, Chair of Governors

Irma Chappell, Head of School



1.2 Organisation and responsibilities for health, safety, and welfare

The following health and safety organisational structure, and roles and responsibilities are approved by the governing body and Head of School.

- Employer's responsibilities.
- Surrey County Council as the employer has a statutory duty in respect of health and safety in community and voluntary controlled schools to ensure that premises and people are healthy and safe.
- The responsibility is devolved to the headteacher who has day to day responsibility for staff, pupils, and others, as 'officer in charge' of the premises.
- The headteacher will ensure the overall implementation of this policy

2. The governing body

Responsibility for the health and safety of pupils lies with the governing body of the school either as the employer of school staff, or because it controls school premises (or both) and approves the health and safety 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 health and safety policy.

1. The governing body will specifically:
 - 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
 - Revision of policy/procedure
2. Nominate a health and safety governor as the link between the governing body and the wider school community, who will stay up to date with school health and safety initiatives and inform the governing body accordingly.
3. Be informed and updated of Surrey County Council's health and safety policy and receive advice and support from relevant officers of the council, or advisors acting on their behalf.



4. Ensure that health and safety is an agenda item on full governing body termly meetings and receive a termly health and safety report from the Head of School currently. This report should include information on:
 - Progress of the health and safety targets in the SDP.
 - Accident/incident analysis
 - Relevant health and safety information received from the council or its advisors. □ Suggestion on future health and safety initiatives.
5. Facilitate any necessary review of the school's health and safety policy and procedure as may become apparent through the strategies above.
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

3. Head of School

As senior manager for the premises, and of all on and off-site school related activities, the Head of School is responsible for the day-to-day management of health and safety. They will advise the Council/governors of any health and safety issue where their support or intervention, either through system or finance, is necessary and appropriate to affect the requirements of this policy. They will ensure that:

1. The contents of this policy is brought to the attention of all relevant persons.
2. A process for risk assessments is applied within the school
3. Appropriate control measures are implemented,
4. Assessments are monitored and reviewed as necessary.
5. There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
6. Appropriate staffing levels for safe supervision are in place.
7. 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
 - Swimming pools, water features and safety around ponds
 - First aid/medical facility and equipment
 - Premises staff equipment
 - Curriculum specific e.g., gymnasium and fume cupboards
8. An adequate needs analysis of health and safety training is undertaken for school staff and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
- Head of School health and safety awareness
 - Health and safety induction training (all new and temporary staff including agency)
 - Emergency/fire training for the whole school community
 - First aid
 - Risk assessment
 - Health and safety coordinator
 - Manual handling
 - Working at height
9. Any further specific health and safety training identified by the training needs analysis as being necessary and appropriate will also be considered and carried out.
10. Adequate and easily retrievable health and safety training records are available and up to date.
11. The school secures and maintains an arrangement for obtaining competent health and safety advice as required by the Management of Health and Safety at Work Regulations 1999.
12. A termly health and safety report is provided to governors.
13. The school cooperates and participates in Surrey County Council's health and safety monitoring arrangements.
14. An Educational Visits Coordinator (EVC) is appointed and trained accordingly.
15. Contractors (including catering, cleaning, and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.



16. Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
17. Emergency/fire arrangements are formulated and reviewed as necessary and tested at least termly.
18. The fire risk assessment is reviewed annually and/or whenever significant changes or building work might affect the means of escape.

The Head of School is the responsible person as required by the Regulatory Reform (Fire Safety) Order 2005.

A school health and safety committee is established in accordance with the school policy. The Head of School may delegate functions to other staff (e.g., a health and safety coordinator), who may be tasked with the health and safety administrative arrangements for ensuring the above responsibilities are complied with. The Head of School will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

4. Senior Leadership Team

The Senior Leadership Team will take on the above responsibilities in the absence of the Head of School.

5. Managers

1. Managers in charge of curriculum areas/departments/staff are responsible to the Head of School for ensuring the application of this policy within the individual areas that they control. Line managers will ensure that:
 - 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.
 - All accidents and incidents occurring within their areas are reported, recorded, and investigated in accordance with the school's procedure.
 - All persons they manage or are responsible for, are aware of their specific roles in case of fire emergency.
 - Any equipment/appliance which has been identified as being unsafe is removed from service.
 - Health and safety inspections are carried out within their areas of responsibility within a timescale agreed with the Head of School, and a report is provided to them where necessary.
 - The health and safety training needs of staff are identified and the Head of School informed accordingly.



- Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- New transferred and temporary staff, including agency workers, receive appropriate health and safety induction training.
- First aid provision is adequate.
- Pupils are given relevant health and safety information and instruction.

6. Teaching staff (including supply)

Teaching staff are responsible for the health and safety of all pupils under their control and must ensure:

1. Effective and appropriate supervision of the pupils that they are supervising.
2. That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
3. They are familiar with the school's health and safety policy and any arrangements specific to their own department.
4. That emergency procedures in respect of fire, emergency evacuation, emergency lockdown and security, and first aid are carried out.
5. Where relevant, that all personal protective equipment (PPE) is suitable and in good condition prior to issue and removed from use if found to be defective. PPE must be properly looked after and stored when not in use, e.g., in a dry, clean cupboard. If it is reusable it must be cleaned and kept in good condition.
6. Where relevant, safety devices such as machinery guards are in good condition, maintained and are used in accordance with good practice, following manufacturer's instructions to allow us to comply with safety legislation.
7. They report any defective equipment to the relevant person, such as the site supervisor/caretaker of the premises team.
8. All accidents and incidents are reported, including near misses, and the correct reporting procedure is followed.

7. Site manager/caretaker

The site manager/caretaker is responsible to the Head of School/business manager and will ensure:

1. The removal from service of any item of furniture, apparatus, or equipment which has been identified as unsafe.



2. That any identified hazard is appropriately removed, isolated, or contained as necessary to prevent danger.
3. That periodic health and safety inspections are carried out at a timescale agreed by the Head of School, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. These inspections may be carried out with others such as governors, health, and safety coordinator etc.
4. That persons they supervise only undertake work for which they are competent.
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. That all staff work in accordance with safe working practices issued by the school, and the Council.
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
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.
9. Inform all contractors of any known hazards which might affect them whilst at work.

8. Health and safety Lead

1. The Head of School may appoint or nominate a health and safety lead to carry out specific functions which may include:

- Having an overview of the school's health and safety policy and arrangements, bringing amendments to the attention of the Head of School where necessary.
- Overseeing and supporting the school's risk assessment/risk management process and advising the Head of School of any deficiencies.
- Carrying out, with the Head of School and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- Arranging termly evacuation drills and weekly fire alarm tests etc.
- Advising the Head of School and/or the Council of any defect in the state of repair of the building or its grounds, which is identified as being unsafe,



and take whatever local action is necessary to minimise the risk until repairs can be arranged.

- Arranging for the repair, replacement, or removal of any item of furniture or equipment which has been identified as unsafe.
- Coordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- Reporting to the Head of School any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- 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.
- 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 advice.
- Carry out health and safety functions in school and maintain an overview of the health and safety organisation and management of the school, and report to the Head of School accordingly.

9. 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 co-operate with the management of the school to ensure that all parties comply with their health and safety responsibilities. All employees must:

1. Participate in the school's risk assessment process and comply with findings.
2. Report any defects in the condition of the premises or equipment of which they become aware.
3. Report all accidents/incidents in accordance with the school's procedure.
4. Be familiar with the procedure to be followed in the event of a fire/emergency.
5. Make use of personal protective equipment provided for safety or health reasons.
6. Follow all relevant safe working practice and local rules.
7. Report any unsafe working practices to their line manager.



10. Safety representatives

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

1. To investigate potential hazards, dangerous occurrences and examine the causes of accidents and near misses in the workplace.
2. To investigate complaints by any employee they represent relating to that employee's health, safety, or welfare at work.
3. To make representations to the Head of School on matters affecting the health, safety, and welfare of employees.
4. To carry out workplace health and safety inspections, subject to reasonable notice to their line manager, and present findings to the Head of School.

If two or more union-appointed health and safety representatives request in writing that you set up a health and safety committee, you must do so within three months of the request.

Names of trade union appointed safety representatives

Name	Union	Area Covered
Beth Roberts	NAHT	Teachers
Sarah Maton	GMB	Teaching Assistants

11. Health and safety committee

The school has established a health and safety committee which meets termly. The main purpose of the committee is to consult with staff on health and safety issues and agree health and safety procedures. The Governor representative of the health and safety committee reports back at termly governing body meetings. Membership of the health and safety committee includes:

Role	Name
Head of School	Irma Chappell
Governor Representative	Guy Laister
Health and Safety Lead	Irma Chappell
Site Supervisor	Ian Buckland

It is a legal requirement to consult with employees on health and safety issues. A safety committee is where formal consultation with employees takes place, but individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns.

Health and safety is a standing item on all staff meeting agendas.



1. Arrangements and procedures for health, safety, and welfare

The following arrangements relate to local procedures and relevant documents in place that are used in the management of health and safety within the school by staff. The arrangements and procedures 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. Arrangements that are detailed in existing policies are referenced under the relevant section. **Please add/delete information as appropriate.**

1. Accident and near miss reporting, recording and investigation

The Head of School will log an incident and/or report to SCC where applicable. All accidents are reported in the online accident / incident reports which are made through OSHENS (surreycc.oshens.com/Login/Default.aspx) including reporting RIDDOR when required. Guidance is available on the Surrey Education Services website (surreyeducationservices.surreycc.gov.uk). Queries are directed to the SRM team at srm.hands@surreycc.gov.uk.]

2. Asbestos

The Head of School is responsible for the asbestos survey. Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect asbestos has been disturbed. Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe. A record is kept of the location of asbestos that has been found on the school site. The asbestos survey is reviewed annually with the Asbestos Management Plan (AMP). The Head of School monitors items identified in the register]

3. Contractors

All contractors are selected by our Consultants and they are responsible for briefing them on the Health and Safety arrangements within the school.

4. Control of safe handling and use of hazardous substances

The Site manager and SBM go through the product guidelines for safe use of all chemicals used within the school on an annual basis.



5. Curriculum safety

All teaching staff will be familiar with the school's health and safety policy, and complete risk assessments specific to their own curriculum area prior to commencing hazardous activities.

6. Display screen equipment

HSE guidance is followed, and workstation assessments carried out to ensure correct controls are put in place to promote wellbeing, ergonomic workstations, and good working practices.

7. Electrical equipment

The PAT testing is carried out once a year or on a needs basis. The caretaker is responsible for removing any defective appliances. Outside contractors carry out the fixed wire testing.

8. Emergency procedures

Schools will revert to their emergency procedures for bomb threats, evacuations, and other emergencies. Arrangements for ensuring the bomb alert procedures are undertaken and implemented, guidance on bombs/suspicious devices or packages will be circulated to staff annually.

9. Fire precautions and procedures

Fire risk assessments are carried out each term, this is the responsibility of the Head of School and the premises Manager. An annual external risk assessment is carried out in the Spring Term

Fire procedures are monitored by the Governors once a term and the Head of School is responsible for organising Fire Evacuation practises, and for managing the day to day fire risk assessments.

10. First aid

There are 9 members of staff trained in Paediatric First Aid Training. All first aid equipment is kept in the office. Staff responding to incidents record as agreed and refer to First Aiders as necessary.

A large number of staff have completed basic first aid training.

11. Glass and 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.



12. Health and safety advice

The Head and nominated staff members are all trained in relation to Health and Safety within schools.

Head of School and the nominated governor attend more detailed training on Health and Safety requirements within schools as necessary.

13. Housekeeping, cleaning, and waste disposal

All bins are emptied into the outside bins at least daily. All classrooms are cleaned daily and toilets as often as is necessary during the day to ensure cleanliness.

All classroom floors are washed after the children have left the premises. The hall floor is cleaned after lunch every day and the teachers do not start any lesson in the hall until the floor is completely dry and free from the risk of people slipping.

14. Infection control (COVID-19)

The school follows national guidance published by Public Health England when responding to infection control issues and will encourage staff and pupils to follow this good hygiene practice. Arrangements for managing a range of common and important infections including COVID-19 are implemented with guidance available from SCC. The Head of School is responsible for carrying out and monitoring safe procedures and risk assessments within the school, and communicating to staff, visitors and pupils following guidance changes.

15. Jewellery

See Uniform policy – no jewellery to be worn by any child.

16. Lettings/shared use of premises

See Lettings Policy

17. Lone working

See Lone working policy

18. Long term evacuation plan

See Emergency Plan

19. Maintenance of equipment

See inspection checklist, programme and reports.



20. Management of medicines

School procedures for the storage and administration of medicines should be followed at all times. The school procedure for the administration of medicines is reviewed separately by appropriate staff members. A summary is given below.

Parental requests for administering medicines:

All parents fill in a form giving permission for their children to receive medication in school, outlining the dosage, time, frequency and where the medicine should be kept.

21. Manual handling

In-house training and advice on Manual Handling is given to all staff. The premises manager should attend a Manual Handling Course.

22. Personal Protective Equipment (PPE)

The annual training on guidelines on using substances in school also identifies any clothing that is needed when using the chemicals. The SBM is responsible for ordering in any personal protective equipment.

23. Playground safety

There are always at least two members of staff on the playground at playtimes and at least six members of staff on duty at lunch time. The playground equipment is checked annually; the playground inspection is included in the external audit carried out in the Autumn Term.

24. Risk assessments

The Head of School is responsible for ensuring risk assessments are undertaken, reviewed and actions carried out, including individual risk assessments for staff. Please see appendix B attached for a list of assessments that support these arrangements.

25. School trips/ off-site activities

We follow Surrey County Council guidelines on planning trips, seeking approval and risk assessments.

26. Site security/ visitors

All visitors to the school must buzz the gate for entry and report to reception and sign in where a Visitor's badge will be issued.



All staff report to the Head of School or a member of the SLT team any incident where they have experienced verbal or physical abuse.

27. Smoking

We are a non-smoking site. People wishing to smoke or vape need to do so off school property.

28. Staff consultation

Staff are consulted at regular periods in relation to any health and safety issues.

Termly reminders are made to the staff to ensure health and safety remains a key focus for all staff.

29. Staff health and safety training

In the Autumn Term the Head of School goes through procedures for Health and Safety reporting, working at heights with all staff.

The Premises Manager and the SBM carry out a more detailed procedure specific to his role.

30. Staff well-being / stress

We have a staff attendance policy which outlines procedures for supporting staff back to work after an absence. The pastoral care of all staff is extremely important and the responsibility of the Senior Leadership Team and the Governors in relation to the Head of School.

31. Swimming pools

Not applicable

32. Vehicles on site

Staff will use all available spaces in the staff car park. If necessary, they will open the main gates and park on site where there is limited parking. Deliveries will be encouraged to deliver goods before and after the children leave the school site.

33. Violence/school security

All persons entering the school must complete the sign in book and will be presented with visitor's badge. Upon leaving the school, visitors must sign out and return the badge. All staff are required to report all incidents of verbal and physical violence to the senior leadership team and as detailed in the school's accident and incident reporting procedure.



34. Water management (Legionella)

To comply with legislation surrounding water management as detailed in the COSHH Regulations and Approved Code of Practice L8, a water risk assessment is undertaken by an external specialist periodically, and when significant changes have occurred to the water system and/or building footprint. The external specialist is responsible for ensuring that the identified operational controls are conducted and recorded. The risks from legionella are mitigated by the following control measures e.g., monthly temperature checks, weekly flushing of outlets and emergency eye washes, cleaning and descaling of taps.

35. Working at height

Work at height **should be avoided wherever indicated** by the risk assessment and wherever a suitable alternative course of action is available. Work at height should never be carried out alone and should always be supervised. Training should be provided for staff using steps and ladders and other work at height duties, as required, rules on using access equipment, arrangements for inspecting and recording checks on access equipment, restrictions on use by pupils, contractors etc. All other staff have working at height instruction during induction training. If considerable working at height is required, specially trained contractors are used.



Appendix A: COVID-19

Any of the above working arrangements/guidance will be amended as necessary and relevant, in- line with current Government advice, regulations, amended or new Acts of Parliament, in relation to COVID-19.

Likewise, and as above, new guidance by Public Health England (PHE) and the Health and Safety Executive will be adhered to in relation to PPE, office, or personal hygiene.



Appendix B: Risk assessments and guidance

List of risk assessments, policies, and procedures to complement this policy, which are available from the Health and Safety area on Surrey Education Services hub:

- COSHH
- Manual handling
- Moving and handling
- Stress
- Adverse weather
- Outdoor education and off-site trips and visits
- Breakfast club
- Contractors on site
- Lone working
- New and expectant Mothers
- Oak processionary moth
- Events
- Playground
- Site assessment
- Traffic management
- Caretaking duties
- Working at height