



## Health and Safety and Welfare Policy

*Pond Meadow Academy Trust works within the Surrey CC model Health and safety and Welfare Policy and has adopted this policy and other linked SCC policy areas.*

To comply with the Health and Safety 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 health and safety at work of his employees and the organisation 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.

- Part 1: Statement of General Policy on Health, Safety and Welfare
- Part 2: Organisation and Responsibilities for Health, Safety and Welfare
- Part 3: Arrangements and Procedures for Health, Safety and Welfare



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

The Governing Body & Headteacher of Pond Meadow School:

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

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

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

In support of the above, the Governing Body & Headteacher will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for the significant funding to be properly incorporated into the school's H&S procedures.

<i>Margaret Taylor, <b>Chair of Governors</b></i>

<i>David Monk <b>Headteacher</b></i>



## **Part 2: Organisation and Responsibilities for Health, Safety and Welfare**

The following H&S organisational structure, and roles and responsibilities are approved by the Governing Body & Headteacher of Pond Meadow 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:

Include Health and safety targets in the School Development Plan.

Targets may include,

- Provision of facility for health and safety purposes.
- Reductions in accidents/incidents.
- Training for Governors/staff, and
- Revision of policy/procedure

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.

Be informed and updated of Surrey County Council's H&S Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC behalf.

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,

- Accident/incident analysis
- Relevant H&S information received from SCC or its Advisers.
- Suggestion on future H&S initiatives.

Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.



## 2. Headteacher

As Senior Manager for the premises, and of all on & off site school related activities, the Headteacher is responsible for the day to day management of H&S. The Headteacher will advise SCC/Governors of any H&S issue where their support or intervention, either via system or finance, is necessary & appropriate in order to effect the requirements of this policy. In particular, the Headteacher will ensure that:

The contents of this policy are brought to the attention of all relevant persons.

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
- Assessments are monitored and reviewed as necessary.

There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.

Appropriate staffing levels for safe supervision are in place.

An adequate schedule of inspection & maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance includes:

- The fabric of the building
- Fire appliances, alarm system including smoke
- Boiler/heating systems
- Portable electrical appliances
- Water systems
- Swimming pool
- First Aid and equipment
- Curriculum specific e.g. gymnasias
- Lifting Equipment
- Emergency lighting

An adequate needs analysis of H&S training is undertaken for staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training includes:

Headteacher and co-ordinator receive H&S awareness and updates.

H&S staff training-this policy is given to all new staff in their induction along with related information such as safe use of ladders and is available on the website, staff notice board and central resources.

Emergency/Fire Training for the whole school community-see Fire Safety Policy and file First Aid, Lifting and Handling.



Adequate and easily retrievable health and safety training records are available and up to date.

The School secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations through Surrey County Council and Babcock 4s.

A number of H&S reports are provided for the Governors, such as a termly accident report summary and termly behaviour summary.

The school cooperates and participates in the County's H&S monitoring arrangements.

M. Harmes (SMT) is the Educational Visits Co-ordinator and is trained accordingly.

Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.

Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accidents and incidents, these are paper records & OSHANS as appropriate.

Emergency/Fire arrangements are formulated and reviewed as necessary and tested termly.

The fire risk assessment is updated annually and sooner should significant changes or building works might affect the mean of escape.

The Deputy Headteacher 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. Deputy Headteacher**

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



#### **4. Members of the Senior Management Team (SMT)**

The SMT are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. In particular, they 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, for example: an individual's risk assessments for using the hydrotherapy pool or a class risk assessment for an offsite visit.
- All accidents and incidents are reported, recorded & 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 at once.
- H&S inspections are carried out by the H&S coordinator and nominated H&S governors in timescale agreed with the Headteacher, and a report to the Headteacher is provided where necessary.
- The H&S training needs of staff are identified and the Headteacher informed accordingly.
- Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- New staff receive appropriate H&S induction training e.g. Moving & Handling training.
- First aid provision is adequate. Details noted elsewhere in this document.
- Pupils are given relevant H&S information and instruction in line with their individual physical and cognitive ability.

#### **5. Teaching Staff**

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

- Effective and appropriate supervision of their pupils.
- That appropriate safety instructions are given to all pupils & support staff prior to commencing practical sessions e.g. Food Technology, P.E or offsite visits.



- That they are conversant with the school's H&S policy.
- They know the emergency procedures.
- Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- That, where relevant, safety devices are in good condition and are used in accordance with good practice.
- That they report any defective equipment to the duty manager.
- All accidents and incidents are reported and reviewed or investigated.

## **6. All teachers will ensure**

- The removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe.
- That any identified hazard is appropriately removed isolated or contained as necessary to prevent danger.
- 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 are carried out by governors on the H&S committee the Headteacher, Caretaker and H&S Co-ordinator.
- People only undertake work for which they are competent e.g. hoisting pupils, checking the pool chemicals or the use of suction machines.
- Any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment e.g. use of hoists.
- That all staff work in accordance with safe working practices issued by the school and Surrey County Council etc.

## **7. Health and Safety Co-ordinator**

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



- Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary.
- Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies.
- Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- Arrange for evacuation drills and fire alarm tests etc. to support pupils & staff. See Fire Safety Policy.
- 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.
- Arranging for the repair, replacement or removal of any item of furniture or equipment that has been identified as unsafe.
- Co-ordinating Health and Safety inspections, ensuring all areas of the establishment and all activities are covered.
- Reporting to the Headteacher 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 staff are kept informed of the names of those appointed to provide competent health and safety assistance by displaying up-to-date information on the trained First Aiders and Moving and Handling Trainers.

## **8. All Employees**

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

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

- Participate in the school's risk assessment process and comply with findings.





- Report any defects in the condition of the premises or equipment of which they become aware.
- Report all accidents/Incidents in accordance with the school's procedure.
- Be familiar with the procedure to be followed in the event of a fire/emergency.
- Make use, where relevant, of personal protective equipment provided for safety or health reasons such as hoists.
- To follow all relevant codes of safe working practice and local rules.
- To report any unsafe working practices to a member of the SMT.

#### **9. Staff Safety Representatives - None currently at Pond Meadow**

#### **10. Health and Safety Committee**

The school has established an H&S Committee. The main purpose of the Committee is to consult with staff on H&S issues, and agree H&S procedure. Minutes of the H&S Committee are copied to Governors for whole Governor meetings. Membership of the H&S Committee is:

Headteacher: David Monk

Governor Representatives: Tracey Moroney

Health & Safety Co-ordinator: David Monk



## **Part 3: Arrangements and Procedures for Health, Safety and Welfare**

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

### **Access Control/Security**

#### **Arrangements for processing visitors, protecting the site and emergency procedures following a security alert.**

Please see: the emergency file, sheltering in place procedures, security risk assessment, signing in and out books, gates, external and internal door fob control. Pond Meadow has both fire and intruder alarm systems. The office team only allow people on site who they recognise or are expecting. The office team give all visitors Visitor badges and or lanyards. All staff, governors and volunteers know to politely challenge anyone not wearing the correct identification.

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

Catherine Attridge oversees all accidents reported on accident sheets and, as appropriate puts them onto OSHANS and follows up as required for example, requesting a risk assessment or making a RIDDOR report. The governors on the Building & Site Committee receive a termly summary of accidents.

#### **Contractors**

David Monk, Catherine Attridge or the Caretaker oversee all contractors working on the school site. Whenever possible, contractors work when the school is closed to pupils.

#### **Curriculum Safety**

Teaching staff undertake written risk assessments prior to commencing all offsite activities. As appropriate, some activities have risk assessments carried out by the class teacher such as for food preparation or gardening. Both P.E. and Food Technology have whole school risk assessments.

#### **Drugs & Medications**

Please see Administration of Medication Policy.

If appropriate to their health needs pupils have an individual care plan, the nursing team train or organises training for class staff in all areas of medication. Catherine Attridge, deputy headteacher, meets with the health team regularly and ensures the care plans are up-to-date & being followed correctly. There is a locked (keypad) medication room with a number of locked medical cupboards & fridge. Recording of the administered medication is kept in this room.



**Electrical Equipment** [fixed & portable] Please see Risk Assessment.

Annual PAT testing is carried out for all electrical equipment. All staff are aware that they must isolate & report any items that concern them. Electrical items may not be brought in from a member of staff's home for classroom use. Prior to being PAT tested only brand new electrical items may be used. Class staff and the Caretaker regularly check that cables and plugs are not damaged and sockets not overloaded.

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

There is a Fire Risk Assessment, Emergency Plan and sheltering in place procedure, in place, the grab bag is held at the main desk the office team and SMT know their responsibilities, such as what documents to take out in an evacuation or contacting our buddy schools.

Fire drills are carried out termly. The testing and or checking of: fire extinguishers, escape routes, fire exits, emergency lighting, fire and smoke alarms, alarm points and staff training are carried out as required from weekly to annually. The SCC fire officer, Martin Robinson, visits and advises the school on its fire safety. All staff and pupils, as they are cognitively able, know the fire evacuation procedure. See Fire policy and procedure documents). Symbolized directions are displayed around the school and in all classrooms.

### **First Aid**

The names of trained appointed first aid staff are displayed in key school areas, first aid boxes are in key areas throughout the school, the office manager, is responsible for checking & restocking. Whoever is best placed summons an ambulance and informs parents/carers/partners. Pupils have relevant information packs that accompany them to hospital. As necessary a staff member known to the pupil will accompany them in the ambulance & stay until their parent/carer arrives. Pond Meadow has an appropriately trained Paediatric First Aider, as required, in the Early Years Phase.

### **Glass & Glazing**

All glass in doors, windows and side panels is safety glass.

### **Hazardous Substances**

The cleaners' cupboard is locked at all times when pupils are on site. Pool chemicals are appropriately stored. Classrooms have lockers for e.g. washing up liquid, alcohol gel & staff belongings. The science and art resources are overseen by teachers who, for example, check prior to purchasing them for dangerous chemicals and would not buy/arrange locked storage as appropriate.

### **Health and Safety Advice**

The school takes health and safety advice from Surrey County Council and Babcock 4s.



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

Daily and school holiday arrangements are in place to ensure: the school is kept clean, to minimise the accumulation of rubbish, the collection of nappies and arrangements for snow gritting & shifting. Rubbish, including cardboard, is housed in large bins in an outdoor brick “shed” away from the main school building.

### **Moving and Handling**

All new staff are trained in Moving & Handling, by the school’s 2 appropriately trained staff. The initial training is carried out over 2 twilight sessions and there after, on a rolling update schedule.

### **Jewellery**

We do not have a policy regarding jewellery at Pond Meadow but staff are advised not to wear jewellery that could be pulled. It is very rare that a pupil wears jewellery but in the event the class teacher would discuss the possible safety concerns with their parent/carer.

### **Evening/weekend use of premises**

Exchange of health and safety information and policies, restrictions on use of equipment, restrictions on accessible areas, staffing requirements, first aid provision, telephone provision, fire and emergency arrangements, standard operating procedures, agreeing responsibilities at school fetes and other fund raising events, emergency lighting, public entertainment license-overseen by David Monk. The premises are not used by outside bodies.

### **Lone Working**

#### **Staff or contractors working after the school day or during school holidays.**

Staff are advised to tell others where in the building they are working, to park in the front car park and to have their mobile phones with them. The school is open on nominated days for set times during holidays so it is unusual for staff to be alone onsite. Staff sign in and out during holidays. The Caretaker’s contact details are clearly displayed.

### **Long Term Evacuation Plan**

Please see Emergency Plan and grab bag.

### **Maintenance / Inspection of Equipment**

Please see maintenance file.

**Personal Protective Equipment (PPE)** The hygiene equipment is always available in all hygiene rooms. The safety of the hoisting equipment is managed by Sothern Care and staff report any problems at once to the office manager who call Sothern Care. The care and checking of pupils’ slings is taught to staff and overseen by the Moving and Handling trainers who receive any concerns at once. There are goggles, protective gloves and eye wash available in the pool plant room.



### **Playground Safety**

Each class has its own requirements for staffing & this is planned and overseen by the teacher. There is no large or fixed playground equipment but class teams remove and report any damaged toys etc.

### **Reporting Defects**

Staff inform their line manager and fill out a H&S contact sheet that is given to the Headteacher. Whenever possible a faulty item is removed from use at once e.g. broken chair/DVD player. In the case of a faulty hoist, the Office Manager is asked to call Sothern Care at once.

### **Risk Assessments (RAs)**

Class teachers, supported by the deputies are responsible for ensuring RAs are undertaken and checked for all offsite activities and onsite activities as required. Arrangements for undertaking special RAs, such as for staff who are pregnant or who have health problems, is overseen by the Headteacher. Teachers write individual's behaviour RAs, with the support of their line manager and these are overseen by the Headteacher.

There are a number of RAs in place, as recommended by Babcock 4S, such as for: the summer music fair and working at heights.

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

The SMT are always involved when planning for a school trip such as for D of E, and say when to seek approval from the County Council. M.Harmes (SMT) is the Educational Visits Co-ordinator and is trained accordingly.

### **School Transport**

Driver examinations and updates, license requirements, servicing and MOTs are organised by the office manager. Each driver on each trip is responsible for undertaking checks on minibuses, pupil supervision arrangements, car seat provision etc. See Mini Bus Policy

### **Smoking**

The only smoking area is in the staff car park at the back of the school.

### **Staff Consultation**

Staff raise issues of concern and make suggestions for health and safety improvements via the contact sheet system.

### **Staff Health & Safety Training and Development**

See H&S file & Induction Pack.

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

The school buys into the Employee Support Advisory Service, all staff and their families are eligible for support from this service. Staff are given the appropriate contact details and information when they join and the information is displayed on the staff notice board.



### **Hydrotherapy Pool Operating Procedures**

Pupils use the pool in very small groups or 1:1. There is always a pool trained staff member on the side of the pool. The qualification is updated every 2 years. The members of staff who manage the pool hold the required, up to date maintenance qualification in addition to the pool safety training.

See Hydrotherapy Pool Policy and Procedures and H&S file.

### **Use of VDU's / Display Screens**

All new staff are asked to read the HSE Working with VDUs guidance displayed on the staff notice board.

### **Vehicles on Site**

Are strictly monitored and a member of the SMT oversees every a.m. & p.m. drop off & pick up to ensure all vehicles follow the strict procedure for where they park & when they can move. Please see policy. The necessity for external doors to be opened with a fob helps us in our aim to ensure pupils are always with an adult when in the front of school car park. The majority of pupils are 1:1 or in very small groups when they are in the area used by vehicles. No pupil is allowed in the staff car park. Pupils are not allowed to use the playgrounds or meadow area when vehicles are there, such as grass mowers.

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

Fobs are required to get in to the school gates, entrance doors and corridor doors. The office team only let people onto the premises that they know or are expecting & meet them as they open the foyer door. The school has an intruder alarm. Please see policy.

### **Working at Height**

Step ladders are provided for school staff to access classroom and corridor cupboards as required. New staff are asked to read the HSE guidance on the use of step ladders and it is displayed on the staff notice board. School staff have no need to work at any height above this and are asked not to. The cleaning team do not clean anything that would require them to use a step ladder. Should a contractor or Caretaker be required to work at height, the Headteacher oversees that appropriate equipment and correct training levels are in place. The caretaker has been on 'use of ladder training'.

### **Work Experience**

#### **Pond Meadow students**

The deputy headteacher individually assesses these with guidance from Babcock 4s.

#### **External students**

The deputy heads oversee all students who come to Pond Meadow for work experience or Initial Teacher Training placements and make sure the Health & Safety, and all the required policies and procedures.



Responsibility: Building and Sites Committee

Reviewed:     Spring 2013  
                  Spring 2014  
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                  February 10<sup>th</sup> 2017  
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