



Health & Safety

Adopted On:	September 2014
Review Date:	September 2018
Review Frequency:	Every 4 years
Committee Responsible:	Resources

A. Statement of Intent

The governors of Moss Lane School are committed to the promotion of a safe and healthy working environment for staff, pupils and all other users of the school site.

Governors are committed to working within the framework provided by the County Council outlined in the 'www.surreycc.gov.uk/safety manual' (copy held in main school office).

Governors are committed to the provision of adequate and appropriate safety training for staff.

Governors accept the right of trade union members to be represented on health and safety matters by an appointed safety representative who will be granted the appropriate time off to carry out their duties.

Governors will review this policy annually.

B. Roles and Responsibilities

1. Governors

The governing body is responsible for:

- Ensuring that appropriate documentation is in place;
- Monitoring its implementation;
- Reviewing it on an annual basis;
- Taking appropriate action if necessary.

At Moss Lane School, this will be achieved:

- Through the Resources Committee;
- By reports from the Health and Safety Governor/Officer;
- Report to FGB.

2. Headteacher

The Headteacher is responsible for:

- The day to day management of health and safety;
- The implementation of the policy;
- Ensuring that all staff are aware of the information contained in this document;
- Ensuring that staff comply with the procedures laid down in the document;
- Reporting to the Resources Committee/FGB Governors on health and safety matters termly through the Health and Safety Governor;
- Liaising with contractors to ensure an adequate exchange of health and safety information;

- Ensuring that accidents and dangerous occurrences, diseases, near misses and property damage are reported, that the cause is investigated, and that all reasonable practicable steps have been taken to prevent a reoccurrence.

3. Caretaker

The Caretaker is responsible to the Admin Officer, and in particular will:

- Ensure that all defects in the buildings and grounds are dealt with promptly and reported to the Admin officer or Headteacher;
- Undertake a weekly check of the fire alarm system and record the result in the Fire Log Book;
- Carry out daily checks of the outdoor play equipment;
- Carry out a weekly safety check of the school grounds;
- Remove and/or decommission any item of furniture, apparatus or equipment which has been identified as unsafe;
- Remove, isolate or contain as appropriate any identified hazard to prevent danger;
- Ensure 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 H & S Governor, H & S Co-ordinator or other appointed representative).

The Caretaker must only undertake work within his/her Job Description.

Any personal protective equipment issued to staff must be suitable for the task and must be used by the Caretaker. Training will be provided on the correct use of the equipment.

4. All staff

It is a requirement of the Health and Safety at Work Act (and Regulations) that all staff should be familiar with the health and safety arrangements in place and should comply with them. Therefore:

- All staff are required and have a duty to work in accordance with safe working practices issued by the School, the County Council and any other relevant body.
- All staff will be issued with a copy of this Document and will be expected, at all times, to comply with the provisions and laid down procedures in this and other documentation referred to herein.
- All staff have a responsibility towards themselves and others for health and safety and should report any problems using the procedures below
- All staff should ensure that pupils in their care behave in a safe and proper manner, adhering to proper safety precautions, particularly in the handling of equipment or materials.

5. Contractors

Contractors are responsible for complying with the school's health and safety requirements and as such:

- Contractors must make appropriate arrangements prior to visiting the school;
- All contractors must report to the school office immediately they arrive on the premises;
- Contractors must be informed of the parking arrangements in the school and must ensure that when moving their vehicles within the school curtilage they exercise due care and attention particularly when they enter and leave the premises as children arrive and leave school at the start and end of the school day.
- Contractors will work under the close supervision of the Headteacher or Admin Officer so as not to endanger the health and safety of children or adults in the school;
- Any equipment that contractors bring into school must be stored in a safe place away from the corridors, classrooms, or areas used by adults or children;
- No repairs or maintenance can be carried out in areas which children or adults are occupying, including toilet areas;
- If contractors are working near children's play areas, then all equipment and machinery must be removed during playtimes, and contractors must leave the play area.

All work will be monitored by the Admin Officer and Caretaker and any concerns reported to the Headteacher, the contractor and the appropriate department at the LEA.

Guidance sheet *Appendix A* will be given to contractors

6. Voluntary Workers

Volunteers will be made aware of health and safety requirements as part of their induction through leaflet and other notices.

7. Parents

This policy will be posted on the school web site and made available on request.

8. Pupils

Pupils will be:

- Shown how to move equipment and large apparatus safely;
- Supervised at all times.

9. Lettings

The Headteacher (and Governors where appropriate) must ensure that:

- The means of access and egress to and from the school premises are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Headteacher or any member of staff is aware of any hazard/problems associated with the plant/equipment or condition of the school premises, they should inform the Headteacher so that she can make hirers aware of it;
- Fire escape routes and exits which will be clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
- Hirers of the building are briefed about the location of telephone, fire escape routes, fire alarms and firefighting equipment. Notices regarding emergency procedures should be prominently displayed.
- Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer.

C. Practical Arrangements

Accident recording, reporting and investigation

- All accidents will be recorded in the Accident Book, which is kept in the Main School Office/ and online using the incident and injury reporting system;
- Serious accidents must be brought to the attention of the Headteacher or Assistant Headteacher in her absence or other nominated member of staff, who will decide on further action including the completion of an 'Injury OHSENS ' Report Form;
- Copies of the relevant Health and Safety Executive Form will be kept in the Main School Office for the reporting of major injuries;
- The Headteacher will be responsible for appointing an individual to investigate the causes of the accident and, if necessary, making recommendations to prevent recurrence.

Cars on site/parking

- Parking is confined to area between the main entrance gate and the playground gate.
- Visitors are encouraged to park in the town centre car parks.
- All staff/visitors need to take care when entering / leaving the school site as children use the car park. Parents are reminded to check the car park entrance of the school before they enter as there is a blind spot near the wall.
- Staff need to try to avoid key times of the day i.e. start of school day/end of school day. When possible staff need to ask another adult to monitor the gate when they are leaving the site at key times to ensure that any pedestrians using the car park are safe.
- Speed in the car park needs to be minimal 5mph.

Collection of children

- Children are expected to go home with their parent/nominated carer unless class teacher is previously notified. The school assumes responsibility for children at 8.57am

Control of Substances Hazardous to Health

- The responsibility for carrying out COSHH assessments will rest with the Caretaker, depending on the substance concerned. COSHH data sheets, once assessed, will be kept in the Main School Office.

Cycling to school

- The children are strongly encouraged to wear a helmet.

Dogs on site

- Only guide dogs and the school PAT dog are allowed on site.

Electrical safety

- The H&S coordinator will ensure that testing, inspection and maintenance of equipment, as outlined in the management guidelines within the Health and Safety Manual, takes place as required.
- Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or with the class teacher in the case of equipment used by the pupils. Equipment found to be unserviceable, or of doubtful serviceability shall be taken out of service, adequately labelled, locked away and the defect reported to the Headteacher or Admin Officer who will arrange for repair or replacement.
- The H&S coordinator will ensure that all electrical equipment brought into the school from other sources e.g. on loan, or during a letting, has the appropriate test certificate and is formally visually inspected in accordance with the electrical safety management guidelines.
- Portable appliance testing will be carried out annually.
- Fixed electrical installations will be tested every 5 years.

Fire safety

- There will be a termly evacuation practice, the outcome of which will be recorded in the Fire Log Book. The time of the practices will be varied to cover all times of the school day.

- Fire evacuation procedures are displayed in all rooms. All staff must ensure that they are familiar with them.
- The caretaker is responsible for checking the alarm system from a different call point each week and recording the result in the Fire Log Book.
- Firefighting equipment will be serviced annually and the date of each service noted in the Fire Log Book.
- In the event that the school building cannot be reoccupied immediately/shortly after an evacuation, the pupils will be led to St Peter and Paul Church and arrangements will be made by use of a mobile phone to contact parents.

First aid

- The first aid boxes are kept in Main School Office, Group Room and Annexe Cloakroom
- Two boxes are maintained for the purposes of school trips.
- Appointed persons for first aid are identified on the board in the school office.

Hazard and defect reporting

- All hazards and defects relating to the building or grounds should be reported immediately in writing using the maintenance book, which is kept in the Main School Office.
- The Headteacher and Admin Officer are responsible for monitoring action taken on all items reported.

Health and Safety Emergencies

- A separate policy will be developed for traumatic incidents.

Heating Installation

- Two gas boilers located in the Annexe and beneath main school building are inspected and serviced bi-annually. Records are kept in Main School Office.

Issuing Medicines

- See Medication Policy

Jewellery

- No jewellery is allowed in school except sleepers for children with pierced ears. They must be removed for PE.

Lunchtime supervision

- During lunchtimes the safety of the children is the responsibility of LSA/ midday supervisors.

Management of asbestos

- Copy of the log is kept in the School Office.
- All contractors shall be referred to the asbestos log book before commencing work. Any member of staff who may disturb the fabric of the building shall refer to the log book before commencing work.

Manual Handling

- Training will be given during In-Service training days.

Minibus and transport

- All coaches and other transport used for school activities must be fully compliant with seat belt regulations.

Occupational health and work related stress

- Staff have access to a healthcare plan which provides 24hr telephone advice and confidential support.
- Staff are encouraged to seek support of the Headteacher or, if appropriate, the Chairman of the Governing Body.

Risk assessments

- The results of the termly audit will help to determine the areas for which a formal Risk Assessment needs to be carried out.
- Issues not related to the building or site will be identified termly at staff meetings or when new materials, equipment or procedures are to be used.
- The Headteacher is responsible for allocating the task of undertaking Risk Assessments to the person persons best placed to make the assessment.

Security/Visitors to the site

- All visitors will be expected to report the School Office, where they will be asked to sign the Visitors book and asked to wear an identification badge.
- Staff and the school community are encouraged to challenge politely anyone in school they do not recognise who is not wearing a visitor badge.

- Site is secured at 9.00am. Access is then controlled with entry phone system.
- Gates are locked after all parents have left the site (approximately 9.10am)

Smoking Policy

- No smoking is allowed on the site – see Non Smoking policy.

Termly audits

- A safety audit of the school will be carried out each term by a member of the Resources Committee.
- The outcome and actions taken will be reported termly to the Governing Body.

Violence to staff

- See Harassment and Violence at Work Policy.

Visits and journeys

- A written risk assessment will be undertaken for all trips and a record kept in the Main School Office, approved by the Headteacher.

D. Related Policies

Supporting pupils with medical needs

Emergency incident procedures

Harassment and violence at work policy

Appendix A

Guidance for Contractors working on the Moss Lane School Site

In the interests of the School staff and the pupils please refrain from:

- Smoking in the building or grounds as we are a non-smoking school.
- Talking to the children (our children are asked not to talk to strangers).
- Moving vehicles when the children are at play or at start/end of school day.
- Working on or near playground when children are at play.
- Leaving equipment lying around.
- Playing music during school hours.

Any problems should be addressed to the Admin Officer or Headteacher.