



**LONG DITTON**  
INFANT AND NURSERY SCHOOL  
THE HEART OF LONG DITTON SINCE 1911

## **HEALTH AND SAFETY POLICY**

Last reviewed – Summer 2016 To be reviewed – Summer 2017
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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

1. The Governing Body and Headteacher of Long Ditton Infant School:
  - Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors,
  - Act in accordance with the general H&S policy of Surrey County Council.
  - Require 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.
  
2. The Governing Body & Headteacher will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure compliance 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 exit to all areas of the school.
  - The safety of articles and substances for use at work and in school.
  - Sufficient Instruction and Training Supervision.
  
3. In support of the above, the Governing Body & 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 findings to be properly incorporated into the school's H&S procedures.

*Signed:*

*Signed:*

**Stephen Ind, *Chair of Governors***

*Date:*

**Monica Paines, *Headteacher***

*Date:*

## **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 Long Ditton Infant & Nursery School.

### **1. The Governing Body**

The Governing Body approves the H&S Policy of the school and monitors its successful implementation. The Governing Body further ensures, as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policies. The Governing Body will specifically:

- 1.1 Include Health and safety targets in the School Development Plan. Interventions may include,
  - Provision of facility for health and safety 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 SCC behalf.
- 1.4 Ensure that H&S is an agenda item on the Resources Committee termly meetings, and receive a termly H&S report from the Headteacher at this time. Minutes from this meeting are distributed to the full Governing Body in advance of their meetings. 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.
- 1.5 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 and 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 and appropriate in order to effect 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, (*as per "core" Risk Assessment schedule attached, together with any risks identified as specific to the school*).
  - Appropriate control measures are implemented, and that

- Assessments are monitored and reviewed as necessary.
- 2.3 There is a management system for monitoring the effectiveness of health and safety 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 is in a safe condition and in 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.
  - Playground.
  - Grounds and boundaries.
  - Installed plant (e.g. cooker).
- 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,
- and any further specific H&S training identified by the training needs analysis as being necessary and appropriate.
- 2.7 Adequate and easily retrievable health and safety 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 under the umbrella of the Resources Committee Minutes.
- 2.10 The school cooperates and participates in the County's H&S monitoring arrangements.
- 2.11 A school's Educational Visits Co-ordinator is appointed and trained accordingly.

- 2.12 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.14 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- 2.15 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the means of escape.
- 2.16 An appropriate Deputy 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. Line Managers**

Managers in charge of Curriculum Areas/Key Stage Co-ordinators/School Business Manager are responsible to the Headteacher for ensuring the application of this policy within the individual areas that 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 & investigated in accordance with the school's procedure.
- 4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- 4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.
- 4.5 H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report to the Headteacher is provided where necessary.
- 4.6 The H&S training needs of staff are identified and the Headteacher informed accordingly.
- 4.7 Staff are properly consulted on any matters that may affect their health or safety

whilst at work.

- 4.8 New transferred and temporary staff receive appropriate H&S induction training.
- 4.9 First aid provision is adequate.
- 4.10 Pupils are given relevant H&S information and instruction.

## **5. Teaching Staff [Including supply]**

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

- 5.1 Effective and appropriate supervision of the pupils that they are supervising. Every child is taught in a safe and healthy environment
- 5.2 Every child learns to deal with risks in a mature manner.
- 5.3 Classrooms passageways and exits are kept free from obstruction.
- 5.4 That they are conversant with the school's H&S policy and any arrangements specific to their own department.
- 5.5 They know the emergency procedures.
- 5.6 That they report any defective equipment in the Health & Safety book located in the staffroom.
- 5.7 All accidents and incidents are reported via the accident reporting book and also to the Headteacher/School Business Manager and reviewed or investigated.

## **6. Caretaker**

The Caretaker is responsible to the School Business Manager/Headteacher, and is responsible for the security of the school site, buildings and furniture

- 6.1 Electrical equipment is properly maintained and unauthorised appliances are not in use.
- 6.2 Equipment and cleaning materials are stored in such a way that, after use, they are not a risk to children.
- 6.3 Cleaners comply with the duties placed upon them.
- 6.4 Matters of health and safety are reported to the School Business Manager/Headteacher.

## **7. Health and Safety Co-ordinator/School Business Manager**

The 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 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 & supporting the school's Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies.
- 7.3 Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- 7.4 Arrange for termly evacuation drills and weekly fire alarm tests etc. Arrange Contractors for an annual visit to check fire alarm and extinguishers, electrical appliances and security alarm.
- 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 Co-ordinating regular health and safety 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 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.
- 7.10 Ensure office staff, caretakers and cleaners comply with the duties placed upon them.

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

- 8.1 Participate in the school's risk assessment process and comply with findings.
- 8.2 Report any defects in the condition of the premises or equipment of which they become aware.
- 8.3 Report all accidents/incidents in accordance with the school's procedure.
- 8.4 Be familiar with the procedure to be followed in the event of a fire/emergency.
- 8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- 8.6 To follow all relevant codes of safe working practice and local rules.

8.7 To report any unsafe working practices to their Line Manager.

## **9. School Secretary**

**The School Secretary** will take all reasonable steps to ensure that:

- 9.1 the stock of supplies in the First Aid cupboard, mobile classroom and Nursery, is maintained
- 9.2 injured persons are attended to and accidents are recorded in the accident book and reported through the online system appropriately
- 9.3 the asthma register is kept up-to-date
- 9.4 the anaphylactic pens/information are stored correctly
- 9.5 permission slips for administering medication are signed by the parent/guardian
- 9.6 inform teachers of the date of the annual electrical check so that all electrical equipment is available

## **10. School Meals Supervisory Assistants (SMSAs)**

**School Meal Supervisory Assistants** will take all reasonable steps to ensure that:

- 10.1 Children are supervised in a safe and healthy environment.
- 10.2 Injured persons are attended to and incidents recorded in the accident book.
- 10.3 Incidents during the midday break are reported to the Class Teacher and an incident slip is given to them. The class teacher then directs the child who had the accident to put the red slip into their book bags immediately to ensure it is taken home.
- 10.4 Significant accidents are reported to the Head Teacher/Deputy Head Teacher, Senior teachers and SBM – this includes damage to teeth.

## **11. Resources Committee**

The Resources Committee meets termly. One of the purposes of the Committee is to consult with staff on H&S issues, and agree H&S procedure. Minutes of the Resources Committee Meetings are copied to Governors for termly Governing Body meetings. Membership of the H&S Committee is incorporated within the Resources Committee include:

- 11.1 Headteacher - Mrs Monica Paines
- 11.2 Governor Representative – Mr Stephen Ind
- 11.3 Health & Safety Co-ordinator - Mrs Kellie Nolan



### **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 legal requirements:

#### **1. Access Control/Security**

Arrangements for processing visitors, protecting the site, emergency procedures following a security alert. The front gate and door of the school are opened by an audio link. A buzzer must be pressed for entry. Notices direct visitors to this door. All visitors must sign the visitors book on arrival and departure and wear a visitors' badge throughout their visit. Both key pad numbers, on the front gates and the doors, used by staff and particular parent helpers, must be kept secure.

#### **2. Accidents (See Accident Policy)**

All accidents and injuries to children should be recorded in the accident book. Parents are informed by an accident report letter which should be handed to the teacher at the end of playtime/lunchtime. **NB: Any injury to a child's head merits attention** and must be dealt with according to the Accident Policy.

Any serious accident/injury must be reported to the Head Teacher at once and parents contacted immediately. If necessary, an ambulance should be summoned and the child taken to hospital. Children's addresses and telephone contact numbers are kept in the main office. Online accident reporting should be carried out for more serious accidents to adults and to children – please report to the school office. The adult reporting the accident must supply necessary details, statement and sketch, if required. The site of a serious accident should be left untouched until it has been seen by the appropriate authority unless it is a hazard that could cause a further accident.

#### **3. Asbestos**

The Asbestos register is located in the School Business Managers filing cabinet in the first floor office. All admin staff will ensure contractors have sight of register prior to starting any work on the premises. Staff should not drill or affix anything to walls without first obtaining approval from Headteacher and checking survey.

#### **4. Contractors**

Main Building Contractors used by the school are selected via Surrey County Council buy back system. In cases of Independent use such as playground alteration, painters etc a suitable risk assessment is carried out by the contractor and a copy of their insurance documents and risk assessment are viewed by the Headteacher/School Business Manager.

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

*Refer to the Medical Policy and Administering of Medication.*

## 6. Electrical Equipment

Electrical appliance testing for fixed and portable appliances are carried out by a competent individual every three years. These are arranged by the School Business Manager. Defective equipment is also reported to the School Business Manager.

## 7. Arrangement In The Event of a Fire

- Every effort must be made to ensure that precautions are taken to prevent the risk of fire.
- Fire extinguishers and alarm bells are located in appropriate positions in the building. **Fire action notices** are displayed in each classroom and fire exit points
- **In the event of a fire, the alarm must be raised and the school evacuated.** The Head Teacher or a member of the office staff must summon the fire brigade as soon as the warning bell is sounded. **Fire action notices** are displayed at each telephone and each fire bell point.
- Fire practice is to be held at least once a term (alternating morning and afternoon to take afternoon nursery children into account). Fire Alarm point testing will be carried out weekly by the caretaker. A continuous bell will indicate the evacuation of the school. The teacher will lead the children out of the building in an orderly manner to assemble by the demountable classroom.
- All persons must evacuate the building immediately. School registers and visitors' book are taken outside by the office person who sounds the alarm. These will be called to account for all the pupils and visitors. If the seat of fire should be in the outside classrooms the children will be taken out of the classroom and evacuated to the main school hall. When exiting the school building, the office person will take reasonable steps to ensure that the school is completely evacuated, whilst not putting herself/himself in danger.

## 8. First Aid

First Aid supplies are stored in the locked cupboard outside the library, Nursery and mobile classroom. It is the responsibility of the lunchtime supervisors to inform the office when supplies are running low so that they can be ordered in good time.

When pupils are taken off the premises by a Class Teacher i.e. on a school trip/local walk a First Aid kit is taken along.

All staff have received basic first aid training. However the following members of staff have received full Paediatric First Aid Training

Pip Tiernan – School Office

Rachel Sarchett – School Office

Nursery

Roz Healy – Foundation Stage

Fiona McQuillan – Foundation Stage

Aqeela Hamid – Nursery

It is the responsibility of the Headteacher to ensure all first aid training is kept up to date.

## 9. Glass & Glazing

The Health & Safety co-ordinator to ensure all replacement glass fitted in doors and side panels complies with BS6262. Regular inspection of premises required.

## 10. Health and Safety Advice

**(This will need to be updated when replacement appointed)**

**Alan Cottle,**

Surrey County Council Risk Manager,  
020 8541 9622, alan.cottle@surreycc.gov.uk

**Kenneth Holdsworth,**

VT Four S Health and Safety Adviser,  
0800 073 4444 ext 834292, kenneth.holdsworth@vtplc.com

## 11. Housekeeping, cleaning & waste disposal

*Arrangements are in place to ensure the premises are kept clean and to minimise accumulation of rubbish.* Broken glass is wrapped and made safe before disposal in the recycle bins and a sharps bin is situated in the school office. A large salt bin is sited outside the main school and it is the responsibility of the caretaker to grit all areas in the event of a potential heavy frost/snowfall.

## 12. Safety and Security

Lockers are provided for staff to keep handbags etc. in and it is recommended that these are used.

The school caretaker is responsible for the security of the school site. The building is alarmed and there is external security lighting.

In case of an emergency, a red card marked with the class name will be sent immediately to the school office or nearby classroom. The receiving adult must respond.

### **Staff Safety**

*Abusive, threatening or violent behaviour will not be tolerated in the school.* It is a requirement of all staff to report all incidents of verbal & physical violence to the Headteacher with immediate effect.

### **Before School**

The car park gate is locked at 08:30am. The internal gate is opened at 8.45am for children to filter in to school. All gates are shut at 08.55am for a prompt start to the school day. Children who arrive late must be buzzed in through the main reception area and signed in as a late arrival. The school day begins at 8.55 a.m.

The nursery opens its doors at 8.45 a.m. Nursery parents and children may wait in the wet weather shelter.

There are key pads on the car park gate, reception gate and main school gate. The nursery gate is bolted.

### **After School**

Parents wait in designated areas on the playground and the children are brought out at 3.05 p.m. No child will be released until a parent/minder is seen by the child and the teacher informed. Nursery parents collect their children from the nursery at 3.15p.m.

**13. Handling & Lifting**

Guidance on handling and lifting is outlined in the school risk assessments folder.

**14. Jewellery**

The aim is that no jewellery will be worn at all in PE (Surrey Guidelines).

**15. Lettings/shared use of premises**

The school provide all hirers with health and safety information and policies, restrictions on use of equipment, restrictions on accessible areas, fire and emergency arrangements and standard operating procedures. Responsibilities at school fetes and other fund raising events are pre-agreed.

**16. Lone Working**

Staff must never work in the building alone unless they have informed another member of staff that they will be doing so. On leaving the premises the person should contact this member of staff to advise that they are doing so and they are safe.

**17. Long Term Evacuation Plan**

*Details of what procedures are in place to temporarily relocate staff and pupils to a safe place in the event of not being able to return to the premises after an evacuation e.g. a gas leak, fire etc. are outlined in the Critical Incidents Emergency Plan Policy.*

**18. Maintenance / Inspection of Equipment**

*An annual inspection, of PE equipment, fire alarm and smoke detection, emergency lighting, fire extinguishers, etc, is conducted by a competent individual from the relevant professional body and records are kept by the School Business Manager.*

- All pupils are taught the correct use, transportation and storage of equipment appropriate to their age-group and abilities.
- Mats are items of apparatus and should not be considered as safe landing areas under apparatus.
- No child is allowed on any equipment unless it has been checked by the teacher and the child is instructed to do so by the teacher.
- Children are shown the correct way to lift, carry and store equipment before use:
  - bend knees
  - always look in the direction you are going
  - no apparatus, including mats, should be dragged
  - do not lift apparatus above head height
  - lower apparatus gently, watching out for toes
- Children must share the carrying of large equipment; 4 to a mat, at least 4 to a bench, at least 2 to the A frame, 4 to the wooden ladder, at least 4 to the agility table. Younger children may need the assistance of adults.

- The wall bars must be unlocked and locked securely. The ladders must be securely fixed in position.
- Benches, agility tables, mats etc. are to be stacked tidily around the edge of the hall, making sure the fire exit is kept clear.
- The teacher should be in a position to view all the children working. The layout of equipment and tasks set should be suitable for the age and ability of the children.
- Apparatus must be placed ready for use with sufficient space between pieces and the walls for the children to move safely. Activities should not be directed towards windows and doors. Children should not touch each other whilst using apparatus. Children should climb down the ropes and pole and not slide.
- All equipment must be returned securely and tidily to the correct place before the children return to the classroom to change.
- Any faulty/damaged equipment must be clearly marked "Damaged, do not use" and reported to the PE subject leader immediately.
- Safety principles are extremely important in school and children are made aware of these appropriate to their age, ability and knowledge.

## **19. Playground Safety**

*The school ensures that Pupil/staff ratio, instructions to staff, emergency procedures, maintenance of features and/or play equipment, inspections of grounds are monitored closely.*

The Caretaker will take a daily site walk around the playground to ensure the site is in a safe condition and any necessary action is taken.

Any defects which are not easily remedied should be reported to the School Business Manager/ Headteacher. The School Business Manager will arrange any remedial works and ensure the site is closed off until in a safe condition to use.

A minimum of two members of staff will supervise morning playtime. Children should not be unsupervised in the playground.

The lunchtime supervisors will assist with pupils dining arrangements as well as supervise children in the playground.

Supervisors on playground duty must ensure that the school's code of behaviour is adhered to as far as this is possible. If an accident occurs of a serious or uncertain nature, help must be summoned immediately from the Head Teacher/ Deputy Head or School Secretary and procedures followed as previously stated.

## **20. Risk Assessments**

*The School Business Manager is responsible for ensuring RA's and special RA's are undertaken (such as for staff who are pregnant or who have health problems).*

- 21. School Trips/ Off-Site Activities**  
Please refer to the Educational Outings Policy.  
Care of pupils is rigorous. When required, only reputable coach companies are used and coaches with at least lap belts are always used. A risk assessment is carried out before each trip. The Educational Visits Co-ordinator is Monica Paines.
- 22. Smoking**  
Refer to non smoking policy.
- 23. Staff Health & Safety Training and Development**  
All new staff are briefed about H&S arrangements by the School Business Manager during their induction. RA's and the Health & Safety Policy are revisited annually and distributed to all staff.
- 24. Staff Well-being / Stress**  
Refer to the Staff Welfare Statement.
- 25. Staff Consultation/Monitoring the Policy**  
The Headteacher/School Business Manager and the Health and Safety Governor Mr Stephen Ind will monitor the implementation of the Health and Safety Policy.  
The Resources Committee meet half termly. Staff can raise any issues of concern via the School Business Manager/Headteacher. If they are not satisfied with the outcome they can contact Mr Stephen Ind, Health & Safety Governor.
- 26. Supervision [including out of school learning activity/study support]**  
Children are never left unattended in the classroom.  
During playtime we ensure adequate supervision in the playground.  
All school trips are adequately supervised with the correct pupil/supervisor ratio and a DBS is required for all parents who attend school trips.
- 27. Use of VDU's / Display Screens**  
All members of staff receive a copy of the H&S Executive document 'Working with VDUs'. Health & Safety concerns are reported to the School Business Manager.
- 28. Vehicles on Site**  
Rules for the management of vehicles on site, restriction on vehicle movement at certain times, segregation of large vehicles from pedestrian areas are overseen by the School Business Manager.

Any works vehicles that need to enter the school site are supervised by a member of staff.

Parents and children are not allowed to enter the school car park at anytime. This information is reinforced regularly in the school newsletter and signs have been placed in the school car park displaying this information. The school does not accept any liability for children or parents who enter this area at anytime.

**29. Working at Height**

Please refer to school RA's.

**30. Work Experience**

Arrangements are in place for assessing potential work placements and the induction and supervision of students on work placement within the school.

Policies referred to within can be obtained from the school office

Critical Incidents Policy  
Educational Visits Policy  
Fire Procedure Policy  
Medical Policy  
Risk Assessments  
Staff Welfare Statement

**LONG DITTON INFANT SCHOOL HEALTH & SAFETY POLICY**

I have read and understand the procedures outlined in the School Health & Safety Policy.

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

Date \_\_\_\_\_