

Created	November 2013
Last Reviewed	September 2020 <i>(references to KCSIE)</i>



## Morden Primary School Health and Safety Policy

This policy is written in conjunction with the Keeping Children Safe in Education Document (2020).

### Part 1: Statement of Intent

The Governing Body believes that effective health and safety management supports our delivery of education and services to pupils.

We consider the health and safety of pupils, employees and visitors to the school to be an integral part of what we do and will pursue continual improvement in performance through the setting of objectives and targets.

We are committed to:

- Developing and maintaining a positive Health and Safety culture with an emphasis on continuous improvement, through communication and consultation with employees and their trade union representatives.
- Providing a safe and healthy working environment.
- Ensuring safe working methods and providing safe equipment.
- Assessing and controlling the risks that arise from our work.
- Complying with and where possible exceeding statutory requirements.
- Preventing accidents and work related ill health.
- Providing effective information, instruction and training.
- Monitoring and reviewing systems and preventative measures to make sure they are effective.
- Ensuring adequate resources are made available to fulfil our health and safety responsibilities.

For these commitments to be effective, employees throughout the school must play their part in the creation of a safe and healthy working environment for all.

**Name/Signature of Chair of Governors: Mrs Lisa Halford**

**Date:**

**Name/Signature of Head teacher: Mrs P.Blow**

**Date:**

## **Part 2: Responsibilities and Organisation**

### **Introduction**

To comply with the Governing Body's Statement of Intent the following responsibilities have been assigned:

### **The Governing Body**

The Governing Body is responsible for ensuring that:

- a) A clear written policy statement is created which promotes suitable attitudes towards health and safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities.
- c) A lead governor for health and safety is nominated.
- d) People have sufficient experience, knowledge and training to perform the tasks required of them.
- e) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- f) Sufficient funds are set aside with which to operate safe systems of work.
- g) Health and safety performance is measured.
- h) The school's health and safety policy and performance is reviewed annually.

### **The Head teacher**

*Mrs Peta Blow* is responsible for the following:

- a) To be fully and visibly committed to the Governing Body's Statement of Intent for health and safety.
- b) Ensure that a clear written local health and safety policy is created.
- c) Ensure that the policy is communicated to all relevant people.
- d) Ensure appropriate information on significant risk activities is provided to visitors and contractors.
- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- g) Arrange for risk assessments of the premises and working practices to be undertaken.

- h) Ensure safe systems of work are in place as identified from risk assessments.
- i) Ensure that suitable emergency procedures are in place.
- j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- k) Ensure records are kept of all relevant health and safety activities, e.g. assessments, inspections, incidents, health and safety training etc.
- l) Ensure arrangements are in place to monitor premises and health and safety performance.
- m) Ensure that all incidents are investigated and suitable remedial actions are taken.
- n) Report to the Governing Body annually on the school's health and safety performance.

### **Lead Governor for Health and Safety**

*Mrs Lesley Crockford* is responsible for the following:

- a) Be fully and visibly committed to the Governing Body's Statement of Intent for health and safety.
- b) Scrutinise and review health and safety performance.
- c) Provide support and challenge to the Head teacher in fulfilling their health and safety responsibilities.
- d) Ensure in particular that risk assessments of the premises and working practices are carried out and documented.

### **School Health and Safety Coordinator**

*Mr Peter Munday* is responsible for the following:

- a) To coordinate and manage the annual risk assessment process for the school.
- b) To coordinate performance monitoring processes.
- c) To make provision for the inspection and maintenance of work equipment.
- d) To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with facilities management service providers and other contractors.
- e) To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

## **Teaching, Support Staff and others holding positions of special responsibility**

These individuals (e.g. Deputy Headteacher, Curriculum Coordinators, Business Managers, Administration staff, Site Managers etc) assist the Head teacher named above in ensuring the day-to-day management of health and safety in accordance with this health, safety and welfare policy and all associated arrangements and procedures.

### **NOTE!**

This is **NOT** an exhaustive list and additional duties and functions can be added against each individual as appropriate.

- Apply the school's Health and Safety Policy or relevant Health and Safety Code of Practice to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements; ***School Business Manager, Mrs Marina Ryle***
- Carry out regular health and safety risk assessments of the activities for which they are responsible; ***Site Manager, Peter Munday***
- Ensuring that all staff under their line management are familiar with health and safety procedures; systems of work; codes of practice etc, for their area of work; ***School Business Manager, Mrs Marina Ryle***
- Resolving health, safety and welfare problems referred to them by members of staff, and/or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them; ***Site Manager, Mr Peter Munday***
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required; ***Site Manager, Mr Peter Munday***
- Ensuring so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety; ***School Business Manager, Mrs Marina Ryle,***
- Identifying appropriate health and safety training for staff under their line management and supporting them in attending this training; ***Deputy Headteacher, Mrs Anna Kira***
- Assist with ensuring that all staff receive both initial and refresher health and safety training appropriate to their job and the tasks they carry out ***Deputy Headteacher, Mrs Anna Kira***
- Arrange health and safety courses to meet identified staff training needs. ***Deputy Headteacher, Mrs Anna Kira***
- Prepare an annual report for the Headteacher on the health and safety performance of his/her department or area of responsibility; ***Site Manager, Mr Pete Munday***
- Undertaking daily checks of the school fire and evacuation arrangements to ensure that fire exits are not blocked and that all exit mechanisms are functioning correctly; ***Site Manager, Mr Pete Munday***

- Ensuring that regular workplace inspections are carried out; **Site Manager, Mr Pete Munday**
- Ensuring action is taken on issues arising from the safety visits carried out by the Corporate Safety Section; **Site Manager, Mr Pete Munday**
- Disseminating health and safety information to appropriate persons throughout the school; **School Business Manager, Mrs Marina Ryle**
- Arrange for all amendments to corporate, departmental and school health and safety policies to be communicated to all school staff; **School Business Manager, Mrs Marina Ryle**
- Ensuring that all staff and visitors are properly informed of the school's health and safety arrangements; **School Business Manager, Mrs Marina Ryle; Administration team**
- Ensuring that contractors, members of the public and visitors follow the school's safety procedures; **Site Manager, Peter Munday and Administration Team**
- Ensuring that contractors working on at the school are signed in and out, work only by appointment and that all health and safety implications have been covered with the contractor before work is allowed to commence. **Site Manager, Mr Peter Munday and Administration Team**
- Ensuring equipment maintenance records are kept and maintained. **Site Manager, Mr Peter Munday** including:
  - Maintenance of fire alarm and fire extinguishers;
  - Maintenance of gas appliances;
  - Inspection and testing of portable electrical equipment;
  - Maintenance of hoists, lifting equipment etc.
- Ensuring that all new staff receive a copy of the school health and safety policy, and sign to the effect that they have read and understood their responsibilities. **School Business Manager, Mrs Marina Ryle**
- **Accident / Incident Reporting and Investigation**

Ensuring that accidents and cases of work-related ill health involving employees (or non-employees and pupils where the non-employee or pupil is taken directly to hospital) is reported and investigated using the online accident reporting and investigation system at: <http://intranetapps/accident/> and in line with the Corporate Accident and Investigation procedure; **Mrs Jo Carter, Admin**

Minor injuries to non-employees (i.e. pupils and visitors) will be recorded locally in the school's Incident Report book. Where first aid is given this will be reported on the First Aid Record of Treatment form.

The Incident Report book is kept by: **Mrs Carter** in the Medical Room cupboard and the First Aid Record of Treatment forms are kept by: **Mrs Carter** in the Medical Room cupboard.

**Mrs Peta Blow, Headteacher**, will investigate all incidents and act on findings to prevent a recurrence.

*Mrs Jo Carter, Admin* is responsible for reporting incidents to the Corporate Safety Section and maintaining records.

- **Consultation with Employees**

Union-appointed safety representative: *Gail Smith*.

Consultation with employees not represented by a union is provided through *Gail Smith*

- **Display Screen Equipment and Workstations**

*Kevin Hill* is responsible for ensuring that all designated users within the school complete the online training and workstation self-assessment form following guidance and documentation available on the Merton Intranet.

- **Educational Visits**

Educational visits, including residential visits and any school-led adventure activities, will be organised following guidance produced by the LA's Educational Visits Adviser (EVA).

The school's appointed Educational Visits Co-ordinators (EVC) is *Bella Danaher*

- **Emergency Procedures – Fire and Evacuation**

Escape routes are checked by: *Peter Munday* daily.

Fire extinguishers are maintained and checked by: *StandBy Fire Protection* annually.

Alarms are tested by: *Peter Munday* every: *Friday*

Emergency evacuation procedures will be tested once every term by: *Peta Blow and Peter Munday*

- **Fire Safety**

A fire risk assessment will be carried out and local fire safety procedures developed for the premises by *Peter Munday* following guidance and documentation available on the Merton Intranet or Fronter.

- **First Aid**

First aid box(es) is / are kept at: *Medical room, hall, playground, medical kits for trips are kept in the medical room.*

The following employees are available to provide first aid: *Linda Dorrian, Rebecca Torreiro. All staff have basic first aid training. Paediatric first aiders: Jane Stubbs, Angela Jarman, Gail Smith, Sally Messett, Kim Rogers, Michelle Smith.*

- **General Risk Assessments**

General Risk Assessments will be coordinated by *Marina Ryle* following guidance and documentation available on the Merton Intranet.

**Peta Blow** will be responsible for ensuring all required actions and control measures are implemented.

- **Hazardous Substances**

**Peter Munday** will identify hazardous substances and ensure Safety Data Sheets **AND** COSHH assessments are in place for these substances by following guidance and documentation available on the Merton Intranet or Fronter.

- **Health and Safety Training:**

**The members of staff named below have received or will receive health and safety training in the following areas:**

- **Induction**

Health and safety induction training will be provided for all new employees and for work experience placement students by **Marina Ryle** following guidance and documentation provided by Learning & Development.

- **Strategic Health and Safety Management and Premises Management Training**

Accident Reporting and Investigating **Sherene Nahrwold**

Asbestos Awareness **Peter Munday**

Control of Substances Hazardous to Health **Peter Munday**

Critical Incident Management **Peta Blow**

Display Screen Equipment (workstations) **Kevin Hill**

Educational Visit Co-ordinators **Bella Danaher**

First Aid **Linda Dorrian, Rebecca Torreiro**

Fire Risk Assessment **Peter Munday**

General Awareness for Staff **Marina Ryle**

General Awareness for Managers **Marina Ryle**

Introduction for Risk Assessment **Peter Munday**

Safe Manual Handling of Static Loads **Peter Munday**

Water Safety **Peter Munday**

- **Primary PE and School Sport**

Risk Management in PE and School Sport: **Rebecca Torreiro**

Safe Supervision of Swimming for Teaching Assistants: **n/a – supervised by Morden Leisure Pool staff**

- **Outdoor Education**  
Educational Visits Coordinators: *Bella Danaher*
  
- **Occupational Risks**  
First Aid at Work: *Linda Dorrian, Rebecca Torreiro*  
Emergency First Aid at Work: *All staff*  
Paediatric First Aid (for schools with children up to age 5): *Jane Stubbs, Angela Jarman, Gail Smith, Sally Messett, Kim Rogers, Michelle Smith*  
Manual Handling: *Peter Munday*  
Moving and Handling of Disabled Pupils: *n/a*  
Musculoskeletal Injuries Rehabilitation Scheme Referral Managers Training: *n/a*
  
- **Caretaking/Site Management**  
School Caretakers Health and Safety Awareness: *Peter Munday*  
Safe Use and Inspection of Ladders and Stepladders: *Peter Munday*
  
- **Health and Well-Being**  
Well-Being Facilitators: *Peta Blow, Anna Kira, Jim Carrington*
  
- **Training Records and Training Needs Identification**  
Health and safety training records are held by: *Marina Ryle/Peter Munday*  
Training needs will be identified, arranged and monitored by: *Anna Kira*
  
- **Information and Advice**  
Statutory health and Safety Law Poster(s) is displayed at *top of stairs, outside staffroom*.  
  
Health and safety advice is available from the Head teacher and from Corporate Safety Services on (020) 8545 3384.
  
- **Lead Governor for Health and Safety**  
The lead governor with responsibility for health and safety is *Mrs Lesley Crockford*
  
- **Management of Asbestos**  
The asbestos register and asbestos management plan is held by: *Peter Munday* at *main office*  
  
*Peter Munday* is responsible for ensuring that contractors who may be working in areas where asbestos has been identified sign the register and that any changes to the register are notified to the Asbestos Compliance Officer.



- **Managing Medicines**

Prescribed medication will be administered to pupils following guidance and documentation on the Merton Intranet.

*Jo Carter and Julie Freeman* are responsible for control of administration of medicines to pupils.

- **Manual Handling**

Manual handling risk assessments will be carried out by *Peter Munday and Marina Ryle* following guidance and documentation available on the Merton Intranet or Fronter.

- **Monitoring**

Routine inspections of the premises to ensure that safe working practices are being followed will be carried out by: *Peter Munday* termly.

- **Occupational Health**

Access to occupational health services is via *SLA with L.A.*

- **On-Site Vehicle Movements**

The risks of persons and vehicles coming into contact will be controlled by the following measures: *designated car spaces; electronic gates; gates at either end of playground to stop people coming through.*

- **Review of Policy**

This policy will be reviewed annually or earlier in the light of experience, or because of operational or organisational changes or for any other reason that the policy ceases to be valid. Date of next review: *September 2021*

- **Risk Assessment of Curriculum Activities**

Subject teachers will carry out risk assessments for curriculum activities using curriculum Codes of Practice and following guidance and documentation available on the Merton Intranet or Fronter.

- **Safe Plant and Equipment**

Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors.

The school must summarise its general arrangements for organising inspection, maintenance and testing of plant and equipment. *S&S Burner Services, Surbiton.*

Routine local testing of emergency lighting, fire alarm call points, flushing of infrequently used water outlets and monthly water temperature monitoring will be carried out by *Peter Munday*

Any problems or defects with plant and equipment should be reported to *Peter Munday*

- **Selection and Management of Contractors**

*Mrs Marina Ryle, with Mr Peter Munday* is responsible for ensuring that contractors are selected and managed following guidance and documentation available from the Merton Intranet.

- **School Security and Visitors**

All visitors must report to **the admin team** at **the main office** where they will be asked to sign the visitor's book and wear a visitors' badge.

Other arrangements to ensure the security of pupils and employees on site are:  
**electronic gates for all entrances**

- **Violence to Staff**

Assessment of the risks of violence to staff will be carried out by **Peta Blow** following guidance available on the Merton Intranet. Where applicable the assessment cross-refers to the school's behaviour policy.

### **Health and Safety Responsibilities of Class Teachers**

All Class teachers are required to:

- a) Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- c) Give clear oral and written safety instructions and warnings to pupils when necessary.
- d) Follow safe working procedures.
- e) Require the use of protective clothing and guards where necessary.
- f) Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- h) Report all accidents, defects and dangerous occurrences to their Head of Department.

### **Health & Safety Responsibilities of All Employees**

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- a) Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies and incident investigation.
- b) Cooperate with school management in complying with relevant health and safety law.
- c) Use all work equipment and substances in accordance with instruction, training and information received.

- d) Report to their manager any hazardous situations and defects in equipment found in their work places.
- e) Report all incidents in line with the incident reporting procedure.
- f) Act in accordance with any specific health and safety training received.
- g) Inform their manager of what they consider to be shortcomings in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Co-operate with appointed Union Health and Safety Representative(s).

### **Pupils**

Pupils, allowing for their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

### **Health and Safety Representatives**

*Peta Blow and Governing Body of Morden Primary* recognise the role of Health and Safety Representatives appointed by recognised trade unions.

Health and Safety Representatives will be allowed to investigate incidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time.

They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about incidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Head teacher or Governing Body.

### ***Part 3: Arrangements and Procedures***

This details the operational arrangements in place at **Morden Primary** to ensure the health, safety and welfare of employees or anybody else who may come onto site e.g. pupils, students, staff, visitors, contractors etc.

It describes how **Morden Primary** will meet the standards set out in the Part 1 Statement of Intent and details procedures and arrangements for controlling the risks involved in a range of site/section activities.

The Arrangements relevant to **Morden Primary** are listed in the Table of Arrangements below. The table is split into two parts. The first part lists mandatory health and safety arrangements that **ALL** sites/sections **MUST** have in place.

The second part lists the local operational health and safety arrangements specific to the particular area of work carried out at **Morden Primary**.

The tables contain the following columns.

- Subject Heading of the Arrangement
- Name and Job Title of the person responsible for the Arrangement
- Location of the Arrangement
- Date of Issue
- Date of Review

The Arrangements and Procedures are located here in this document from **page 13** onwards as part of the health and safety policy of **Morden Primary**.

Where, for operational reasons and ease of use, size of file/folder etc certain Arrangements e.g. fire safety management; critical incident management; school trips etc are contained within other documents then their exact location must be entered in the Location of Arrangement column so that staff are aware they exist and exactly where to find them.

**Peta Blow** is responsible for ensuring that suitable health and safety Arrangements and Procedures are in place at **Morden Primary** and for ensuring the following tables are accurately completed at all times.

## Table of Mandatory Arrangements

<i>Table of Mandatory Arrangements for: <b>Morden Primary</b></i>				
Subject Heading	Name and Job Title of Person Responsible	Location of Arrangement	Date of Issue	Date of review
<b>Accident Reporting and Investigation</b>	Reporting – Jo Carter Investigating – Peta Blow	Main office	On going	Annually
<b>Asbestos Management</b>	Peter Munday, Site Manager	Main office	6 monthly	6 monthly
<b>Client Handling</b>	Admin. team	Main office	Ongoing	annually
<b>Communication and Consultation with employees on health and safety matters</b>	Marina Ryle, SBM	SBM's office	As required	As required
<b>Control of Hazardous Substances</b>	Peter Munday, Site Manager	Outdoor shed (only Site Manager has key)	As required	As required
<b>Critical Incident Management</b>	Peta Blow, Headteacher	HT's office	Annually	annually
<b>Educational Visits / School Trips, including residential visits and any school-led adventure activities</b>	Bella Danaher, Ed Visits Leader	Main office	On going	On going
<b>Facilities / Buildings Management</b>	Peter Munday, Site Manager	SBM's office	As required	As Required
<b>Fire Safety and Emergency Arrangements including Evacuation Procedures</b>	Peter Munday, Site Manager	Site Manager's office	Each month/term	Monthly/termly
<b>First Aid Arrangements and Supporting Medical Needs</b>	Linda Dorrian, Rebecca Torreiro – First Aiders	Medical room	On going	On going
<b>Health and Safety Training for all staff</b>	Marina Ryle, SBM	SBM's office	On going	On going
<b>Lettings</b>	Marina Ryle, SBM	SBM's office	On going	On going

<b>Lone Working</b>	Marina Ryle, SBM	SBM's office	On going	On going

<b>Maintenance and Servicing of Services, Plant &amp; Equipment (including statutory examination, inspection and testing)</b>	Peter Munday, Site Manager	Site Manager's office	On going	annually
<b>Managing Work Related Stress</b>	Peta Blow, Headteacher	HT's office	As required	As require
<b>Manual Handling of Static Loads</b>	Peter Munday, Site Manager	Site Manager's office	As required	As required
<b>Occupational Health Services</b>	Marina Ryle, SBM	SBM's office	As required	Under SLA annually
<b>On-Site Vehicle Movements</b>	Peter Munday, Site Manager	Site Manager's office	As required	Annually
<b>Personal Protective Equipment (PPE)</b>	Peter Munday, Site Manager	Site Manager's office	As required	Annually
<b>Risk Assessment (including general and activity/task specific)</b>	Peta Blow, Headteacher	HT/SBM's office	As required	Annually
<b>School / Workplace Safety Inspections</b>	Kevin Hill, ICT Manager	SBM's office	As required	Annually
<b>School Security</b>	Peter Munday, Site Manager	CCTV controls in main office and PPA room	As required	Annually
<b>Selecting and Managing Contractors</b>	Peter Munday, Site Manager	SLA with Local Authority	As required	Annually
<b>Slips, Trips and Falls</b>	Peter Munday, Site Manager	Risk assessment folder	As required	Annually
<b>Violence and Aggression to Staff</b>	Peta Blow, Headteacher	Risk assessment folder	As required	Annually
<b>Workstation (Display Screen Equipment) Assessments</b>	Kevin Hill, ICT Manager	Risk assessment folder	As required	Annually

**Table of Local Operational Arrangements**

<i>Table of Local Operational Arrangements for: <a href="#">Morden Primary School</a></i>				
Subject Heading	Name and Job Title of Person Responsible	Location of Arrangement	Date of Issue	Date of review