



The Orchard Vision: *Inspiring Success*  
Values: *Determination, Courage, Respect*

## The Orchard Health Safety and Welfare Policy and Arrangements 2023

Developed by Surrey County Council

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.

### Health Safety & Welfare Policy & Arrangements For The Orchard School September 2023

- 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 & Headteacher of The Orchard 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.
2. 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
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 finding to be properly incorporated into the school's H&S procedures.

*S Adams*

*S J Cary*

**Sarah Adams, Chair of Governors**

*1<sup>st</sup> September 2023*

**Sally Cary, Headteacher**

*1<sup>st</sup> September 2023*

**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 The Orchard 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.  
Targets 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 full Governing Body termly meetings, and receive a termly H&S report from the Headteacher at this time. This report should include information on,
  - Progress of the H&S targets in the SDP.
  - 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 & 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 affect 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
  - Assessment 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 & maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
  - The fabric of the building.
  - Play equipment.
  - Fire appliances.
  - Boiler/heating systems.
  - Portable electrical appliances.
  - Water systems.
  - Swimming pool.
  - First Aid/medical facility and equipment.
  - Premises staff equipment.
  - Curriculum specific e.g. gymnasias and fume cupboards
- 2.6 An adequate needs analysis of H&S training is undertaken for school's 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.
- 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 mean 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. Assistant Headteacher**

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

### **4. Line Managers**

Managers in charge of Curriculum Areas/Departments/Staff 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.
- 5.2 That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- 5.3 That they are conversant with the school's H&S policy and any arrangements specific to their own department.
- 5.4 They know the emergency procedures.
- 5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- 5.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.
- 5.7 That they report any defective equipment to the relevant person.

5.8 All accidents and incidents are reported and reviewed or investigated.

## **6. Caretaker**

The Caretaker is responsible to the Headteacher/School Business Manager, and in particular will ensure:

- 6.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- 6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- 6.3 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 governors, H and S Co-ordinator etc)
- 6.4 That persons they supervise only undertake work for which they are competent.
- 6.5 That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.6 That all staff work in accordance with safe working practices issued by the school, the 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. Specific functions of the H&S Coordinator may 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.
- 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 (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.
- 7.10 Ensuring that all Senior Managers (including Heads of Departments) are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

## **8. All Employees [including temporary & 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. Staff Safety Representatives (if applicable)**

Health and safety at work law provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. Where the Governing Body/Headteacher is notified in writing of an appointment, the Safety Representative shall have the following functions:

- 9.1 To investigate potential hazards and to examine the causes of accidents in the workplace.



- 9.2 To investigate complaints by any employee they represent relating to that employee’s health and safety or welfare at work.
- 9.3 To make representations to the Headteacher on matters affecting the health, safety and welfare of employees.
- 9.4 To carry out workplace H&S inspections, subject to reasonable notice to their line manager.
- 9.5 To attend safety committee meetings.

A safety representative is not obliged to carry out any or all of the above functions, and has no legal responsibility other than that which applies to all employees.

Names of Trade Union appointed Safety Representatives (if any)

Name	Union	Area Covered

**10. Health and Safety Committee** [membership to be determined locally] (if applicable)

*Individual schools may decide that suitable consultation can be achieved in school via existing or otherwise alternative modes, and that a formal staff H&S Committee is unnecessary. If this is the case, then the school H&S policy should demonstrate (in this section) the school’s own strategies for ensuring that all staff have a real opportunity to discuss the H&S issues affecting them (including Risk Assessment), and to influence as appropriate the school’s continuing policy and procedures.*

*Where a school has established an H&S Committee, the follow is applicable.*

The school has established an H&S Committee which meets termly. 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 termly Governing Body meetings. Membership of the H&S Committee may include:

- 10.1 Headteacher Sally Cary
- 10.2 Governor Representative Toby Stevenson
- 10.3 Health & Safety Co-ordinator Katie Carter
- 10.4 Heads of Department
- 10.5 Safety Representatives

10.6 Site Supervisor John Cotcher

10.7 Caterer in Charge Deborah Cork

# Model Health and Safety Policy for Schools

## 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:

### 1. Covid 19

*Please refer to the most recent risk assessment for Covid 19, the Outbreak Management Plan, First Aid Policy and Infection Control Policies.*

The following arrangements are in place to ensure the health and safety of children, staff and visitors.

- **Additional Hygiene Measures-** Children, Staff and Visitors sanitise hands on entry to the building. Frequent handwashing and sanitising is incorporated in to the school day, in particular after break time, before and after lunch time, if a child has sneezed or coughed in to their hands, before going home. Tables and frequently touched surfaces are cleaned with detergent and wiped with blue roll after each learning session when children go outside or to the lunch hall. Thorough cleaning takes place if a child or adult with suspected COvid 19 infection has been in school. PPE is worn to clean the surfaces/toilet where an infected person has been. Used blue roll, gloves, aprons and masks are double bagged and disposed of in an external lidded bin.
- **Ventilation**  
Rooms are kept well ventilated using high level windows when possible. When children leave the classroom for breaks or lunchtimes the room should be purged through leaving doors and windows wide open. During lesson times windows should be open a little. CO2 monitors indicate the impact of ventilation and improvements are made where needed. The air flow system in the Year 2 block will be checked regularly and filters replaced when needed.
- **Communication**  
Frequent, clear and concise information sharing is vital to the successful management of control measures to prevent transmission of Covid 19. Weekly bulletins and newsletters will ensure staff and parents know what to do to adhere to the relevant polices. Additional information will be provided via Teams and Parentmail to ensure the effective communication and management of an outbreak or additional information.
- **Remote working**  
In the event of an outbreak or due to the need for shielding members of the workforce may be required to work from home. Team leaders will check in on members of staff to ensure their well-being. Appropriate equipment will be made available to members of staff working from home- e.g. laptop computer. Daily communication will take place during working hours.
- **Mental Health**  
Senior Leaders will ensure members of their team have access to our Mental Health First Aider and all staff will know who this is and how to access support in this way and via the Employee Assistance Healthline. All members of staff will know that it is their responsibility to report concerns about their own or

another's mental health.

- **Clinically Vulnerable and Clinically Extremely Vulnerable members of Staff, Visitors and Children**

The Head Teacher will ensure the most recent guidance issued by the DfE is followed in respect to the most vulnerable members of our community providing flexible arrangements to ensure that learning/remote working can place in a manner which supports that individual.

2. **Access Control/Security**

Arrangements for processing visitors, protecting the site, emergency procedures following a security alert. Door: control, school's expectations of staff.

3. **Accident Reporting, Recording & Investigation**

*Sally Cary or Katie Carter should be notified, they report to the County Council, under RIDDOR, how details are to be recorded, and who undertakes investigation. You can refer to your current Accident Reporting Procedure if this is separate.] All Surrey schools can access an SCC provided on-line accident/ Incident reporting system called OSHENS*

4. **Asbestos**

*Katie Carter is the responsible person for Asbestos Survey Record, location of survey, arrangements to ensure contractors and others such as site supervisors etc. have sight of survey prior to starting any work on the premises, instruction to staff not to drill or affix anything to walls without first obtaining approval from Headteacher and checking survey, how staff should report damage to asbestos materials, emergency plan in case of asbestos disturbance*

5. **Contractors**

Contractors will be appointed by SCC for large building projects and by the HT, SMB & Governors for small projects. In both cases, following selection of an approved contractor the following details will be discussed and be put into a written agreement.

6. **Curriculum Safety** [including out of school learning activity/study support]

*Year team leaders to undertake suitable risk assessments prior to commencing hazardous activities, specification of staff qualification requirements to teach certain activities, refer to any health and safety publications adopted by the school which staff must be familiar with e.g. the BAALPE document "Safe Practice in Physical Education and School Sport" for PE]*

7. **Drugs & Medications**

*Medicines will be administered in accordance with the Medicines Policy*

8. **Electrical Equipment** [fixed & portable]

*PAT Testing carried out yearly by external contractor record of inspection held in office, any limitations on bringing personal items to school are notified via Staff handbook. SCC Contractor undertakes examination of fixed installation, they will compile report and report defective equipment to SCC*

9. **Fire Precautions & Procedures (and other emergencies)**

*Headteacher is responsible for undertaking & reviewing fire risk assessment, frequency and arrangement of drills, procedures to be followed, staff with special responsibilities e.g. fire marshal etc, assembly points, maintenance of fire exits /escape routes, maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, testing of break glass points, testing of emergency lighting etc. A fire risk assessment is carried out annually.*

10. **First Aid**

*All staff are trained appointed first aiders, each year group has their own first aid box and is responsible for making sure it is stocked correctly, a more comprehensive first aid equipment box is available in the school office. Office staff are responsible for checking & restocking this equipment, they will summon an ambulance and contact parents to accompany children to hospital, arrange cover in the event of absence, training & retraining of first aiders.*

11. **Glass & Glazing**

*All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard, assessment of premises to establish compliance.*

12. **Hazardous Substances**

*The Orchard School will adhere to SCC Rules on selection and use of substances, hazard data sheets, CLEAPSS Hazcards location, risk assessments, staff training in safe use, selection & use off protective equipment, storage arrangements, staff health surveillance, use of mechanical controls, name of RPS (high schools only), name of Radiation Protection Adviser. Not just curriculum – but Caretakers, Cleaning Staff etc who use hazardous substances must be considered]*

13. **Health and Safety Advice**

*Arrangements have been made by the school to obtain competent health and safety advice from, e.g. Health & Safety Adviser, Babcock 4S*

14. **Housekeeping, cleaning & waste disposal**

*External Cleaning company arrangements to ensure premises are kept clean, to minimise accumulation of rubbish, arrangements for wet floor cleaning to minimise risks of slips, means of disposing of glass and other sharp objects, arrangements for snow shifting, security/location of external waste bins]*

15. **Handling & Lifting**

*Arrangements for identification of all activities involving lifting/handling, risk assessments to identify precautions to minimise manual handling tasks, staff training in manual handling, school guidelines for specific tasks, use of lifting aids, staff suggestions for improvement. Separate assessments and training needed for the lifting of pupils*

16. **Jewellery**

*Parents are given uniform policy on pupils wearing earrings and other jewellery, instructions to pupils*

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

*Hirers are advised 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*

18. **Lone Working**  
*Safe working practices/rules for staff who work alone, contact arrangements, risk assessment, limiting high risk activities are available on LP*
19. **Long Term Evacuation Plan**  
*Emergency Policy details procedures and responsibilities in the event of evacuation. e.g. All staff and children to relocate to St Lawrence C of E School, all parents to be contacted by parentmail.*
20. **Maintenance / Inspection of Equipment**  
*SCC Inspection and Buildings buy back to co-ordinate periodic inspections of e equipment, they will monitor regularity and complete any defects*
21. **Monitoring the Policy**  
*Environment Team carries out workplace inspections, who monitors implementation of policy by staff, monitoring accident reports/trends, complaints*
22. **Personal Protective Equipment (PPE)**  
*The Caretaker*
23. **Playground Safety**  
*Our minimum playtime ratio is 1:30. Playground equipment is annually inspected by SCC. The grounds are inspected daily by the caretaker.*
24. **Reporting Defects**  
*Any defects will initially be reported to the school business manager who will arrange for SCC / contractor to attend site and make good works.*
25. **Risk Assessments**  
*HT is responsible for ensuring Risk Assessments are undertaken, arrangements for undertaking special Risk Assessments (such as for staff who are pregnant or who have health problems), arrangements for periodic review of Risk Assessments.*
26. **School Trips/ Off-Site Activities**  
*Risk Assessments undertaken by class teachers and reported to HT for approval. Policy on Share Point*
27. **School Transport**  
*N/A*
28. **Smoking**  
*No smoking allowed at all on site.*

29. **Staff Consultation**  
*Termly H&S meetings are completed by the Environment Committee, they are also responsible for Terms of Reference. All staff are aware of the procedures for reporting H&S matters*
30. **Staff Health & Safety Training and Development**  
*New staff are briefed about H&S arrangements by HT, establishing minimum health and safety competencies for certain activities, (e.g. use of hazard substances, work at height, use of VDU's) and certain roles (e.g. premises manager, safety co-ordinator, head of department, site supervisor etc) .*
31. **Staff Well-being / Stress**  
*School and county arrangements in place for supporting staff*
32. **Supervision** [including out of school learning activity/study support]  
*Please refer to our Educational visits policy*
33. **Use of Display Screens / Workstations**  
*Refer to our VDU risk assessment*
34. **Vehicles on Site**  
*Only staff may park in the car park which is separate from the playground.*
35. **Violence to Staff / School Security**  
*Boundary gates must be kept locked during school hours. All visitors must report to the school office after being given access to the premises, sign in electronically and be given a lanyard/identification sticker to wear at all times.  
Red card reporting for all staff who may need assistance within the classroom due to verbal & physical abuse by either child or parent or for any emergency requiring assistance.*
36. **Working at Height**  
*Staff using steps and ladders, rules on using / accessing equipment, laid out in Staff handbook. Inspecting and recording checks on access equipment, restrictions on use by pupils, contractors etc carried out by School Business Manager]*
37. **Work Experience**  
*HT will make arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement within own establishment, County arrangements for work experience*

**Latest Review:** September 2023

**Next Review:** September 2024

**Linked Policies:**

- Emergency Plan

