



# **The SWAN Trust Health, Safety and Welfare Policy**



# Health, Safety & Welfare Policy & Arrangements for The SWAN Trust

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

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.

Throughout this Model Policy, reference is made to Surrey County Council Health and Safety Policy. Where Surrey County Council is the employer i.e. Community and Voluntary Controlled Schools, this policy must be followed.

The SWAN Trust (A Multi-Academy Trust) was formed on 1<sup>st</sup> September 2019. It still purchases Health and Safety advice and support from Surrey County Council and Strictly Education 4S via their SLAs



## The SWAN Trust

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

### 1. The Trustees, CEO and Executive Team of The SWAN Trust:

- Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, children and visitors,
- Act in accordance with the general H&S policy of Surrey County Council, as the MAT continues to buy into SCC and Strictly Education Health and Safety SLAs
- 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 Trustees, CEO and Executive Team 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 Trustees, CEO and Executive Team 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 MAT and individual schools' H&S procedures.

*[signature]*

*[signature]*

**Ian Girdler**  
**Chair of Trustees**

**Elaine Cooper**  
**CEO**



## Part 2:

# Organisation and Responsibilities for Health, Safety and Welfare

The following H&S organisational structure, and roles and responsibilities are approved by the Trustees, CEO and Executive Team of The SWAN Trust:

### 1. The Local Governing Committees (LGC)

The Trustees, CEO and Executive Team of The SWAN Trust approves the H&S Policy for the Trust and delegates to the Local Governing Committees to monitor its successful implementation in each Academy. The Local Governing Committees further ensure, as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policies, when budget setting. The Local Governing Committees 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 a H&S link between the Local Governing Committees and the wider school community, who will stay up to date with school H&S initiatives and inform the Local Governing Committee 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 (where appropriate for Academies).

1.4 Ensure that H&S is an agenda item on Local Governing Committee 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 (where appropriate for Academies) 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. A review of Health and Safety is

The SWAN Trust Health and Safety Policy  
April 2020 reviewed April 2021



carried out by the school premises lead half termly and significant defects are reported to the LGC. Under their terms of reference, they are responsible for "Monitoring the health and safety for all members of the school by physical inspection and maintaining a risk assessment file for specific risks identified". All staff are encouraged to raise any issues immediately they become aware of them, with either the Headteacher or the school premises lead.

## **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 within their school. The Headteacher will advise the Local Governing Committee 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
- 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 & 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
- First Aid/medical facility and equipment.
- Premises staff equipment.
- Curriculum specific e.g. gymnasium

2.6 An adequate needs analysis of H&S training is undertaken for school 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, where required for Academies.

2.11 A school's Educational Visits Coordinator 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 Deputy Headteacher**

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

### **4. Subject Leaders**

All Subject Leaders are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. In particular subject leaders 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 and 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. Site Supervisors/Caretakers**

The Site Supervisor/Caretaker is responsible to the Headteacher/Premises lead, 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 Coordinator 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. (where appropriate for Academies).

## **7. Health and Safety Coordinator**

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 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 Coordinating 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.



## **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.

# **The SWAN Trust**

## **Part 3:**

## **Arrangements and Procedures for Health, Safety and Welfare**

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

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

All visitors report to Reception where they sign in and are given a copy of the school's fire, safety and safeguarding arrangements. All visitors wear a lanyard indicating their position as a volunteer, Governor or visitor etc. Green for people with BPS processed DBS, orange for those with a non-BPS DBS and red for when there is no DBS. Visitors must be DBS and ID checked if they are to act in any unsupervised role. Visitors sign out on departure.

The SWAN Trust Health and Safety Policy  
April 2020 reviewed April 2021



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

Accidents are recorded in the pupil accident book, where an injury or bump has occurred to a pupil's head or any major cuts or bruises. Any other injury to pupils or to staff and other visitors is reported to SCC via its online reporting facility at <https://surreycc-safety.net/scc>. Anyone can report an accident using this method. A copy of the report is then sent to the Headteacher's Email in-box, for her to review. Under RIDDOR regulations the school will notify the Health and Safety Executive. Any accidents relating to a head injury are reported directly to the child's parent by telephone, or on collection, depending on the severity.

## **3. Asbestos**

The latest full Asbestos Re-inspection Report is dated 2019 (next inspection 26<sup>th</sup> May 2022). The Asbestos Register is held in the premises office, for inspection by all contractors, prior to commencing any work on the premises. Any contractor who views the report should sign the "log of inspections" held at the front of the register. Staff should not drill or affix anything to the walls without first obtaining approval from the Headteacher.

## **4. Contractors**

In selecting contractors to undertake works the school shall:

- be reasonably satisfied that when arranging for a contractor to carry out work, that they are competent and have made adequate provision for health and safety
- obtain and check safety method statements from contractors
- ensure the coordination and cooperation of contractors (particularly under the MHSW Regulations and the Provision and Use of Work Equipment Regulations 1992)
- obtain from contractors the main findings of their risk assessments and details of how they intend to carry out high risk operations
- ensure that contractors have information about risks on site
- obtain a copy of the contractor's public liability insurance, and be satisfied with the level of cover



In undertaking works on site contractors shall:

- ensure that all workers comply with any site rules set out in the school Health and Safety Policy, invitation to tender or relevant standards.
- ensure site awareness training for health and safety is carried out
- have appropriate communication arrangements between contractors, workers and the school for health and safety
- have arrangements for discussing health and safety matters with people on site
- allow only authorised people onto site or area of work
- display notification details
- monitor Health and Safety performance
- pass information to the Health and Safety Coordinator for the purpose of maintaining school health and safety documentation and maintenance procedures.

**During works on site:**

The performance of the Contractors shall be reasonably monitored by the school Health and Safety Coordinator or delegated relevant member of staff for general compliance with school policy. Responsibility for the safe undertaking of the works will remain with the Contractor.

The relevant responsible party shall report any injuries as required under Health and Safety regulations to the school Health and Safety Co-ordinator who shall make the appropriate report to County for compliance with RIDDOR.

If at any time during the course of the works any member of staff has cause for concern over the actions of, or operations being undertaken by, a Contractor they shall report such to the school Health and Safety Co-ordinator, or if unavailable the Headteacher, without delay.

The school Health and Safety Coordinator shall liaise with County Property where necessary.



## **5. Curriculum Safety [including out of school learning activity]**

Each teacher and year group carry out risk assessments in line with their planning and carry out 'visit risk assessments' for every visit, and share them with the EVC before the visit commences. Site and curriculum risk assessments are in force for teaching and learning activities.

## **6. Drugs & Medications**

Certain named staff are able to administer prescribed medication. Staff are trained in the administration of pre-loaded adrenalin injection pens (such as Epipens or Jext pens) for use in an emergency. All pupils with severe allergies have a pre-loaded adrenalin injection pens (such as Epipens or Jext pens) in the office and in the classroom. Asthma inhalers are stored in the office and in the child's classroom. A record is kept of when the inhaler is used. The folder "Pupils' Health and the Administration of Medicines" is kept in the office.

## **7. Electrical Equipment [fixed & portable]**

Portable Appliance Testing is undertaken annually, by a competent person and records kept on the appliances. Any defective equipment should be reported to the Premises lead.

## **8. Fire Precautions & Procedures [and other emergencies incl. bomb threats]**

The Headteacher is responsible for undertaking & reviewing Fire Risk Assessments. Drills are held termly when the school undertakes full evacuation, when pupils, staff, and visitors leave by the nearest fire exit and meet in the KS2 playground (the assembly point). All fire exits and escape routes are kept clear at all times, and fire extinguishers are checked annually. The fire alarm and emergency lights are checked every 6 months. In addition, the school undertakes termly drills for both fire and lockdowns. Drills are reviewed each time and shared with staff.

## **9. First Aid**

All staff have undertaken first aid training and this is refreshed every 3 years. First Aid equipment is kept in the office. In the event of an emergency, a member of the office team would summon an ambulance, and either they, or a member of staff, often from the Leadership team, would accompany the child to hospital if their parent was not already in attendance at the school.



## **10. Glass & Glazing**

Glass and glazing within Critical Areas as defined by current legislation is safety glass to the relevant BS EN or is treated to provide equal performance. Existing glazing is to be reviewed regularly to ensure compliance with changes in standards and all new or replacement glass is to meet at least the minimum standard for safety as required

## **11. Hazardous Substances**

The Site Manager has undertaken training in the safe handling of dangerous substances. All potentially harmful substances are stored in the Site Manager's locked cupboard or cleaning cupboards. Hazard (or Safety) Data Sheets, when received, are kept in the office and a copy held in the Site Manager's cupboard.

## **12. Health and Safety Advice**

The school currently buys-back into the Health and Safety Service Level Agreement with Strictly Education 4S, and with Surrey County Council

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

The Site Manager is responsible for removing rubbish from the school building and it is collected weekly from the premises by a waste disposal firm. The Site Manager and contracted cleaners are responsible for cleaning the school and for ensuring that wet floor cleaning is carried out when the children are not on the premises. To minimise risk of slipping, wet floors are clearly labelled by the use of appropriate signage. Kitchen waste is the responsibility of the kitchen staff and is disposed of in the waste bins on the periphery of the school playground. In icy conditions, the Site Manager is responsible for gritting pathways. In extreme cases, the main entrance only, is used for children entering the school.

## **14. Handling & Lifting**

Risk assessments have been completed to identify activities involving lifting and handling, and to minimise manual handling tasks. The Site Manager has undertaken training in manual handling and a lifting trolley is provided for such tasks.



## **15. Jewellery**

Pupils are not allowed to wear jewellery, except for small studs in their ears and watches.

## **16. Lettings/shared use of premises**

A separate Lettings Policy exists, and is available from the office.

## **17. Lone Working**

### **Who are lone workers?**

- persons working in an office or classroom on their own.
- people working outside normal hours on their own.

The school will identify all persons who are lone workers and will identify the locations and tasks carried out.

### **Controlling the risks**

- the school shall presume against lone working where possible
- where identified as unavoidable and as required by the Management of Health and Safety at Work Regulations 1999 a suitable assessment should be carried out to identify the hazards and level of risk that lone workers are exposed to
- suitable controls and procedures will be identified within the assessments
- depending on the level of risk there may be some higher risk activities/areas that due to the level of risk lone working will not be permitted

## **18. Long Term Evacuation Plan**

An individual school Emergency Plan and a Business Continuity Plan exist, and are available from the office. All staff are made familiar with the Emergency Plan as part of their ongoing training/induction.



## **19. Maintenance / Inspection of Equipment**

Periodic maintenance and inspection of equipment currently takes place under the buy-backs with Babcock 4S and SCC (via Surrey Commercial services) of PE equipment in the hall and the outside play equipment. Other contractors check the fire alarm, smoke detectors, emergency lighting and fire extinguishers on either a six monthly or annual basis, as required by statutory guidelines. Records are held in the Premises File in the office.

## **20. Monitoring the Policy**

Monitoring of the Health and Safety Policy is carried out by the Premises Manager along with a member of SLT, who also ensures that records are kept up to date, and available for inspection. The Health and Safety Policy is to be reviewed by the Governing body on an annual basis.

## **21. Personal Protective Equipment (PPE)**

Appropriate Personal Protective Equipment is provided to all school workers and visitors where necessary for them to undertake their duties or attend school premises safely.

## **22. Playground Safety**

A separate risk assessment exists on playground safety.

## **23. Reporting Defects**

Any defects should be reported to the Premises lead, who will arrange for repair or safe removal of the equipment.





## **24. Risk Assessments**

The Local Governing Committee is responsible for undertaking Risk Assessments. A file is kept in the School Business Manager's Office. – This is the wording of The SWAN policy, as an LGC I'm not sure this is something you've done. We as a school have undertaken risk assessments.

## **25. School Visits/ Off-Site Activities**

Risk Assessments are carried out by the Year Group Leader or Educational Visit organiser and presented to the Headteacher. Supervision ratios are agreed with the Headteacher. First Aid kits, pre-loaded adrenalin injection pens (such as Epipens or Jext pens) and asthma inhalers are taken on each trip. Parental permission for local trips is taken from the parents when the child begins school. For non-local trips; permission is sought for each trip.

## **26. School Transport**

There is no school transport currently in use. In an emergency an ambulance would be called to transport a pupil to hospital.

## **27. Smoking**

No Smoking is permitted on the premises or in the surrounding playground.

## **28. Staff Consultation**

The Local Governing Committee meets half-termly. A review of Health and Safety is carried out by the Premises Lead and Site Manager half termly and any defects are reported to the Local Governing Committee. Under their Terms of Reference they are responsible for "Monitoring the health and safety for all members of the school by physical inspection and maintaining a risk assessment file for specific risks identified". All staff are encouraged to raise any issues immediately they become aware of them, with either the Headteacher or the School Business Manager. The Head's report to Governors contains a review of any accidents.

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



The Staff handbook contains a Health and Safety briefing for new staff and each new employee is shown around the school with fire exits, fire equipment and alarm buttons being pointed out.

### **30. Staff Wellbeing**

Wellbeing is a focus for the school. There is a wellbeing lead and a wellbeing champions across the school. Wellbeing is addressed at induction and through performance management processes.

### **31. Supervision**

All staff and volunteers must undertake an enhanced DBS check before employment or volunteering commences.

### **32. Swimming Pool Operating Procedures**

The school does not have a swimming pool.

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

Defects in workstations should be reported to the School Business Manager. Any health concerns should be reported confidentially to the School Business Manager or the Headteacher. Where use of a VDU or display screen forms a significant or habitual part of the duties of a member of staff or volunteer they must take regular breaks as recommended in The Health and Safety (Display Screen Equipment) Regulations 1992. It is the individual responsibility of the user to ensure they are aware of the recommendations and that adequate breaks are taken. If unsure, advice can be sort from the school Health and Safety Coordinator.

### **34. Vehicles on Site**

Site constraints offer significant risk of conflict between vehicles and arriving pedestrians to the school premises. Physical separation is not possible during drop off and collection times. Parents are not permitted to bring their vehicles onto the school premises, except in an emergency. Staff and visitors are asked where possible to arrive and leave outside of the drop off and collection times for the children. The pupil's playground is fenced off from the car park.

### **35. Violence to Staff / School Security (CCTV)**

The SWAN Trust Health and Safety Policy  
*April 2020 reviewed April 2021*



The front door is kept locked and visitors are admitted only through the office. All visitors sign in and out at the front desk, and are issued with a visitor's sticker. Verbal and physical violence are not tolerated either against children or against staff, and all incidents against pupils are investigated and dealt with. Violence against staff will be reported to the police.

CCTV cameras stationed about the school are used for security purposes and images kept for 3 weeks before being overwritten.

### **36. Working at Height**

Working at height is to be avoided wherever possible, and where not possible full assessment of the risks involved is to be undertaken and proper equipment utilised and measures implemented to mitigate risk as far as is reasonably practicable.

### **37. Work Experience**

The school welcomes students for placements. On request by their college, a copy of the school's insurance policy is provided, and each work experience student is given a summary of the school's Health and Safety Policy. They are shown around the school to learn the location of the fire exits and the fire alarms.