



HEALTH AND SAFETY POLICY

MAY 2020

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> 1. Statement

The CEO is committed to ensuring that high standards of health, safety and wellbeing are provided and maintained in order that there is a safe and healthy working environment for all staff, children and visitors.

The CEO recognises that health, safety and wellbeing is a management responsibility of equal importance to service delivery and needs to be considered an integral part of the School provision.

We consider the health and safety of children, 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 for children, staff and visitors.
- 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.
- Holding those responsible to account for any failure to uphold the highest Health and Safety standards.

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.

> 2. Responsibilities and Organisation

To comply with the Intent of Health and Safety at Merrywood the following responsibilities have been assigned:

2.1. The Advisory Board

The Advisory Board is responsible for ensuring that:

- a) A clear written policy statement is created which promotes suitable attitudes towards health and safety in staff and children.
- b) Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities.
- c) A lead advisor for health and safety is nominated – Dr Yen Lam – contactable on advisoryboard@merrywood.org.uk.
- 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.

2.2. The CEO

Michelle Quayle is responsible for the following:

- a) To be fully and visibly committed to the Merrywood'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 and accidents are investigated and recorded and suitable remedial actions are taken.
- n) Report to the Advisory Board annually on the school's health and safety performance.

2.3. Lead Advisor for Health and Safety

Dr Yen Lam is the lead advisor for Health and Safety and is responsible for the following:

- a) Be fully and visibly committed to the health and safety at Merrywood.
- b) Scrutinising and reviewing health and safety performance, termly, by scrutinising documentation (e.g. accident and incident records) and checking that appropriate procedures are in place to keep staff and pupils safe.
- c) Providing support and challenge to the CEO in fulfilling her health and safety responsibilities.
- d) Ensure in particular that risk assessments of the premises and working practices are carried out and documented.

2.4. School Health and Safety Coordinator

Michelle Quayle is the school's Health and Safety Coordinator and is responsible for the following:

- a) To coordinate and manage the annual risk assessment process for the school.
- b) To coordinate performance monitoring processes such as for cleaning contractors.
- c) To make provision for the inspection and maintenance of work and play 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 staff of situations or activities which are potentially hazardous to the health and safety or security of staff, children and visitors.
- f) To work quickly to minimise any potential risks or hazards identified by himself or reported by others.
- g) To ensure that staff are adequately instructed in and adhere to safety, welfare and security matters about their specific work place and the school generally.

2.5. Teaching, Support Staff and others holding positions of special responsibility

These individuals (e.g. Deputy/Assistant Headteachers, Curriculum Coordinators, , Heads of Departments, Business Managers, Technicians, Administration staff, Site Managers & Caretakers etc) assist the CEO (Michelle Quayle) 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!

(i) The following responsibilities must be allocated to the appropriate member of staff and set out clearly and unambiguously in this part of the policy so it is absolutely clear who does what.

(ii) This is **NOT** an exhaustive list and additional duties and functions must 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; **All employees**
- Carry out regular health and safety risk assessments of the activities for which they are responsible; **All staff members**
- 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; **Michelle Quayle**
- Resolving health, safety and welfare problems referred to them by members of staff, and/or refer to the CEO any problems to which they cannot achieve a satisfactory solution within the resources available to them; **All staff members & Michelle Quayle**
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required; **All staff members & Michelle Quayle**
- 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; **Michelle Quayle**
- Identifying appropriate health and safety training for staff under their line management and supporting them in attending this training; **Michelle Quayle**

- 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; **Michelle Quayle**
- Arrange health and safety courses to meet identified staff training needs; **Michelle Quayle**
- Prepare an annual report for the advisor on the health and safety performance of Merrywood; **Michelle Quayle**
- 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; **Michelle Quayle**
- Ensuring that regular workplace inspections are carried out; **Michelle Quayle**
- Ensuring action is taken on issues arising from the safety visits carried out by the Corporate Safety Section; **Michelle Quayle**
- Disseminating health and safety information to appropriate persons throughout the school; **Michelle Quayle**
- Arrange for all amendments to corporate, departmental and school health and safety policies to be communicated to all school staff; **Michelle Quayle**
- Ensuring that all staff and visitors are properly informed of the school's health and safety arrangements; **All staff and Michelle Quayle**

> 3. Accident / Incident Reporting and Investigation

Minor injuries to non-employees (i.e. children 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: **Michelle Quayle** in the **School Office** and the First Aid Record of Treatment forms are kept by: **Michelle Quayle** in the **School Office**.

Michelle Quayle will investigate all incidents and act on findings to prevent a recurrence.

Michelle Quayle is responsible for reporting incidents to the Corporate Safety Section and maintaining records.

• Consultation with Employees

Union-appointed safety representatives are **Michelle Quayle**

Consultation with employees not represented by a union is provided through a **non-biased consultant (Risk assessment management company)**

• Display Screen Equipment and Workstations

Michelle Quayle is responsible for ensuring that all designated users within the school complete the online training and workstation self-assessment form.

• Educational Visits

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

The school's appointed Educational Visits Co-ordinator (EVC) **Michelle Quayle**

• Emergency Procedures – Fire and Evacuation

Escape routes are checked by: **Michelle Quayle**

Fire extinguishers are maintained and checked by: **Michelle Quayle** and **London Fire**

Consultant LTD, annually Alarms are tested by: **Michelle Quayle** and **London Fire Consultant LTD**

Emergency evacuation procedures will be tested once every term by: **Michelle Quayle**

• Fire Safety

A fire risk assessment will be carried out and local fire safety procedures developed for the premises by **London Fire Consultant LTD** following guidance and documentation available online.

• First Aid

First aid boxes are kept in: **The office and first aid room**.

The following employees are available to provide first aid: **All staff members**.

• General Risk Assessments

General Risk Assessments will be coordinated by **Michelle Quayle** and **London Fire. Consultant LTD** following guidance and documentation available online.

Michelle Quayle will be responsible for ensuring all required actions and control measures are implemented.

• Hazardous Substances

Michelle Quayle will identify hazardous substances and ensure Safety Data Sheets **AND** COSHH assessments are in place for these substances by following guidance and documentation online.

> 4. Health and Safety Training

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

a. Induction

Health and safety induction training will be provided for all new employees and volunteers by **Michelle Quayle** following guidance and documentation provided by online.

b. Strategic Health and Safety Management and Premises Management Training

Accident Reporting and Investigating

Michelle Quayle

Asbestos Awareness **Michelle Quayle**

Control of Substances Hazardous to Health

Michelle Quayle

Critical Incident Management **Michelle Quayle**

Display Screen Equipment (workstations)

Michelle Quayle

Educational Visit Co-ordinator **Michelle Quayle**

First Aid (Paediatric First Aid) **All staff**

Fire Awareness **Michelle Quayle**

Fire Wardens **Michelle Quayle**

General Awareness for Staff **Michelle Quayle**

Health and Safety for Managers **Michelle Quayle**

Introduction for Risk Assessment **Michelle Quayle**

Safe Manual Handling of Static Loads

Michelle Quayle

Legionella Awareness **Michelle Quayle**

c. Primary PE and School Sport

Risk Management in PE and School Sport: **Michelle Quayle & Mark Triton**

d. Outdoor Education

Educational Visits Coordinator: **Michelle Quayle**

e. Occupational Risks

First Aid at Work: **All staff and Michelle Quayle**

Emergency First Aid at Work: **All Staff and Michelle Quayle**

Manual Handling: **Michelle Quayle**

Moving and Handling of Disabled Pupils: **Michelle Quayle and class teacher**

Musculoskeletal Injuries Rehabilitation Scheme Referral Managers Training: **N/A**

f. Caretaking/Site Management

Safe Use and Inspection of Ladders and Stepladders: **Michelle Quayle**

g. Health and Well-Being

Well-Being Facilitators: **Michelle Quayle and Louisa Thomas**

h. Minibuses

Minibus driver training: **Online centre**

i. Training Records and Training Needs Identification

Health and safety training records are held by: **Michelle Quayle**

Training needs will be identified, arranged and monitored by: **Michelle Quayle**

> 5. Information and advice

Statutory health and Safety Law Poster(s) is displayed in **the office**.

Health and safety advice is available from the **Michelle Quayle**.

- **Management of Asbestos**

The asbestos register and asbestos management plan is held by: **Michelle Quayle**

Michelle Quayle 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 children following guidance and documentation online

Michelle Quayle and Louisa Thomas are responsible for control of administration of medicines to children.

- **Manual Handling**

Manual handling risk assessments will be carried out by **Michelle Quayle** following guidance and documentation available online.

> 6. Monitoring

Routine inspections of the premises to ensure that safe working practices are being followed will be carried out by: **Michelle Quayle** every: **month**

Inspections of individual departments and specific work areas will be carried out by: **Michelle Quayle** every: **month**

> 7. On-site vehicle movements

The risks of persons and vehicles coming into contact will be controlled by the following measures: **lighting in car park, appropriate signage and controlled parking times.**

> 8. Risk Assessment of Curriculum Activities

Michelle Quayle and the appointed teacher will carry out risk assessments for curriculum activities using curriculum Codes of Practice and following guidance and documentation available online.

> 9. 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.

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 **Michelle Quayle**.

> 10. Selection and Management of Contractors

Michelle Quayle is responsible for ensuring that contractors are selected and managed following guidance and documentation available online.

> 11. School security and visitors

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

Other arrangements to ensure the security of children and employees on site are:

- **Chaperone of non-DBS staff**
- **DBS taken from all staff members who are not daily to the school or board**
- **Pre-planned visits**
- **Emailed picture or consent from a line manager of the visitor**

> 12. Violence to staff

Assessment of the risks of violence to staff will be carried out by **Michelle Quayle** following guidance available online. Where applicable the assessment cross-refers to the school's behaviour policy.

> 13. Responsibilities

13.1. Health and Safety Responsibilities of Class Teachers

All Class teachers are required to:

- a) Exercise effective supervision of their children, 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 children when necessary.
- d) Follow safe working procedures.
- e) Require the use of protective clothing and guards where necessary.
- f) Make recommendations to the CEO and Consultant Head 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 Michelle Quayle.

13.1. 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 Michelle Quayle 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 Michelle Quayle 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).

13.2. Children

Children, 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.

13.3. Health and Safety Representatives

Michelle Quayle and the advisory board 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 CEO, Consultant Head or Advisors.

> 14. Arrangements and Procedures

This details the operational arrangements in place at Merrywood House School to ensure the health, safety and welfare of employees or anybody else who may come onto site e.g. children, staff, visitors, contractors etc.

It describes how Merrywood House School 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 Merrywood House School 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/section 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 Merrywood House School.

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

Michelle Quayle is responsible for ensuring that suitable health and safety Arrangements and Procedures are in place at Merrywood House School and for ensuring the following tables are accurately completed at all times.

> 15. 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: 10th August 2020.

> Appendices

Appendix 1. Table of Mandatory Arrangements

Table of Mandatory Arrangements for Merrywood House Independent Special School

Subject Heading	Name and position of person responsible	Location of arrangement	Date of issue	Date of review
Accident Reporting and Investigation				
Asbestos Management				
Client Handling				
Communication and Consultation with employees on health and safety matters				
Control of Hazardous Substances				
Critical Incident Management				
Educational Visits / School Trips, including residential visits and any school-led adventure activities				
Facilities / Buildings Management				
Fire Safety and Emergency Arrangements including Evacuation Procedures				

Subject Heading	Name and position of person responsible	Location of arrangement	Date of issue	Date of review
First Aid Arrangements and Supporting Medical Needs				
Health and Safety Training for all staff				
Managing Work Related Stress				
Manual Handling of Static Loads				
Occupational Health Services				
On-Site Vehicle Movements				
Personal Protective Equipment (PPE)				
Risk Assessment (including general and activity/task specific)				
School / Workplace Safety Inspections				
School Security				
Selecting and Managing Contractors				
Slips, Trips and Falls				
Violence and Aggression to Staff				
Workstation (Display Screen Equipment) Assessments				

Appendix 2. Table of Local Operational Arrangements

Table of Local Operational Arrangements for Merrywood House Independent Special School

Subject Heading	Name and position of person responsible	Location of arrangement	Date of issue	Date of review

Date: May 2020

Date of review: May 2021



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