



The Sherwood School

Health & Safety Policy

Our Mission Statement:

We are dedicated to providing the best possible education for every pupil in a safe, inclusive and stimulating environment. UNICEF's convention on the Rights of the Child is embedded within our ethos and curriculum and is valued and supported by our staff, children and families.



STATUS	FREQUENCY OF REVIEW	APPROVAL
Statutory	1 year	Delegated

Date reviewed: Autumn 2025

Next review due: Autumn 2025

The Sherwood School: Health and Safety Policy

Part 1: Statement of Intent

The Governing Board 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.

Antonia Palmer
Chair of Governors

Date:

Andriana Samouel
Headteacher

Date:

Review date: Autumn 2025

Part 2: Responsibilities and Organisation

Introduction

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

The Governing Board

The Governing 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 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.

Headteacher

Andriana Samouel, Headteacher, is responsible for the following:

- a) To be fully and visibly committed to the Governing Board'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.
Ensure appropriate information on significant risk activities is provided to visitors and contractors.
- d) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- e) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- f) Arrange for risk assessments of the premises and working practices to be undertaken.
- g) Ensure safe systems of work are in place as identified from risk assessments.
- h) Ensure that suitable emergency procedures are in place.
- i) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- j) Ensure records are kept of all relevant health and safety activities, e.g. assessments, inspections, incidents, health and safety training etc.
- k) Ensure arrangements are in place to monitor premises and health and safety performance.
- l) Ensure that all incidents are investigated and suitable remedial actions are taken.
- m) Report to the Governing Board annually on the school's health and safety performance.

Lead Governor for Health and Safety

Antonia Palmer, Chair of Governors, is responsible for the following:

- a) Be fully and visibly committed to the Governing Board'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

School Business Manager 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

Business Manager, Assistant Headteacher and caretaker will assist the Headteacher 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.

They will:

- 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;
- Carry out regular health and safety risk assessments of the activities for which they are responsible;
- 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; (Caretaker) ;
- 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; (Headteacher, Caretaker);
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required; (Caretaker) ;
- 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; (Headteacher, Caretaker);
- Identifying appropriate health and safety training for staff under their line management and supporting them in attending this training; (Assistant Headteacher, Headteacher, Caretaker);
- 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; (Assistant Headteacher, Caretaker);
- Arrange health and safety courses to meet identified staff training needs. (Assistant Headteacher);
- Prepare an annual report for the Headteacher on the health and safety performance of his/her department or area of responsibility; (Caretaker);
- 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; (Caretaker) ;
- Ensuring that regular workplace inspections are carried out; (Caretaker) ;
- Ensuring action is taken on issues arising from the safety visits carried out by the Corporate Safety Section; (Headteacher, Caretaker) ;
- Disseminating health and safety information to appropriate persons throughout the school; (Headteacher, Caretaker);
- Arrange for all amendments to corporate, departmental and school health and safety policies to be communicated to all school staff; (Headteacher and Caretaker);
- Ensuring that all staff and visitors are properly informed of the school's health and safety arrangements, (Headteacher, Business Manager / visitors badges);

- Ensuring that contractors, members of the public and visitors follow the school's safety procedures (Headteacher, Business Manager, visitors badges);
- 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. (Business Manager);
- Ensuring equipment maintenance records are kept and maintained. Business Manager 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. (Business Manager.)

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. Email address: health.andsafety@merton.gov.uk and in line with the Corporate Accident and Investigation procedure; (Business Manager)

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 and the First Aid Record of Treatment forms are kept by: Office staff.

Headteacher will investigate all incidents and act on findings to prevent a recurrence. School Business Manager is responsible for reporting incidents to the Corporate Safety Section and maintaining records.

Consultation with Employees

Consultation with employees not represented by a union is provided through Headteacher

Health and Safety Representatives

Headteacher and Governing Board of Sherwood Primary School 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 Board.

Communication with Employees

Staff are informed of Health and Safety matters in the following ways:

- Urgent – via phone or Whatsapp group message
- Medium – via email
- Low - during Friday morning briefings, or INSET training days

Annually at the September INSET day, the School Business Manager will give an training to include:

- Health and Safety matters
- Reminder of all staff's responsibilities regarding H&S
- Re-iteration of accident reporting
- Update on Code of Conduct

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-ordinator (EVC) is the Headteacher. All risk assessments are compiled by class teachers and signed by Headteacher. Copies are kept in the Office.

Emergency Procedures – Fire and Evacuation

Escape routes are checked by: Caretaker every 6 weeks / half term

Fire extinguishers are maintained and checked by: Caretaker every 6 weeks / half termly.

Alarms are tested by: Caretaker every 6 weeks / half termly

Emergency evacuation procedures will be tested once every half term by: Headteacher, School Business Manager and Caretaker.

Fire Safety

A fire risk assessment will be carried out and local fire safety procedures developed for the premises by Business Manager following guidance and documentation available on the Merton Intranet

First Aid

First aid box(es) is / are kept at: the main reception area and on classroom corridors.

The following employees are available to provide first aid: **All** Teaching Assistants/HLTAs/Midday Supervisors have been first aid trained, first aid is also administered at the main reception area by the Admin Officer and Finance Assistant.

General Risk Assessments

Headteacher will be responsible for ensuring all required actions and control measures are implemented. The school follows LBM's corporate guidance on risk assessment.

In the majority of cases hazards identified around the school will be recorded on the standard 4x4 general risk assessment forms. Exceptions are for hazards arising from manual handling tasks; use of hazardous substances; use of workstations and display screen equipment; fire safety; asbestos management; legionella control; and school trips each of which have their own forms and procedures.

The risk assessment procedure will follow the steps outlined below:

- Identify significant work related hazards; including:
 - Operational / Activity hazards
 - Building / Physical hazards
- Assess their potential risk;
- Implement appropriate control measures;
- Document the findings;
- Review the assessments annually and/or when there is any change and/or after any incident

Hazardous Substances

Business Manager 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.

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 Business Manager following guidance and documentation provided by Learning & Development.

Strategic Health and Safety Management and Premises Management Training

- Accident Reporting and Investigating –Business Manager
- Asbestos Awareness – Business Manager
- Control of Substances Hazardous to Health - Caretaker
- Critical Incident Management - Headteacher
- First Aid – Admin and Finance Officers
- Fire Risk Assessment – Business Manager
- General Awareness for Staff - Business Manager, Assistant Headteacher
- General Awareness for Managers –Business Manager
- Water Safety - Caretaker

Primary and Secondary PE and School Sport

Risk Management in PE and School Sport: PE Subject Lead and MSSP contractors

Safe Supervision of Swimming for Teaching Assistants: Assistant Head Teacher

Occupational Risks

Emergency First Aid at Work: Finance Officers, Support Staff

Paediatric First Aid (for schools with children up to age 5): Admin Officer, Early Year Practitioners, Support Staff

Moving and Handling of Disabled Pupils: **All support staff**

Caretaking/Site Management

School Caretakers Health and Safety Awareness: Caretaker

Safe Use and Inspection of Ladders and Stepladders: Caretaker

Training Records and Training Needs Identification

Health and safety training records are held by: Business Manager

Training needs will be identified, arranged and monitored by: Headteacher

Information and Advice

Statutory health and Safety Law Poster(s) is displayed at the main reception area and staff room.

Health and safety advice is available from the Headteacher 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 Antonia Palmer.

Management of Asbestos

The asbestos register and asbestos management plan is held by: Business Manager.

Business Manager 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.

Infection Control

Following on from the COVID-19 pandemic, the school have implemented the following infection control measures including;

- Communication and education of staff, pupils and parents regarding the importance of hand washing and infection control
- Staff protocols and updated Behaviour Policy, dedicated toilets and First Aid Points
- Stocked hand soap, sanitizer and cleaning products which are regularly monitored by Caretaker
- Rigorous cleaning regimes implemented by the contracted cleaning staff to include particular focus of door handles and vertical door guards, rails and all surfaces.
- Temperature checking for pupils who show signs of illness.

Managing Medicines

Prescribed medication will be administered to pupils following guidance and documentation on the Merton Intranet. The Admin or Finance Officers are responsible for control of administration of medicines to pupils.

Manual Handling

Manual handling risk assessments will be carried out by Caretaker following guidance and documentation available on the Merton Intranet.

Review of Policy

This policy will be reviewed annually or earlier in the light of experience, or because of operational or organizational changes or for any other reason that the policy ceases to be valid. Date of next review: Autumn 2023.

Safe Plant and Equipment

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

Routine local testing of emergency lighting, fire alarm call points, flushing of infrequently used water outlets will be carried out by the Caretaker. Monthly water temperature monitoring will be carried out by Merton SLA. Any problems or defects with plant and equipment should be reported to Merton.

Selection and Management of Contractors

Business Manager 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 Caretaker at the school reception area where they will be asked to sign in on the inVentry system and wear a visitors' sticker.

Violence to Staff

Assessment of the risks of violence to staff will be carried out by Headteacher 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.
- e) Follow the expectations as explained in our school Behaviour and Anti-Bullying Policy

Part 3: Arrangements and Procedures

This details the operational arrangements in place at Sherwood 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 Sherwood 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 Sherwood 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 Sherwood

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 will either be located here in this document from **page 11** onwards as part of the health and safety policy of Sherwood. If this is the case then the page number must be entered in the Location of Arrangement column.

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.

Table of Mandatory Arrangements for: Sherwood Primary				
Subject Heading	Name and Job Title of Person Responsible	Location of Arrangement	Date of Issue	Date of review
Accident Reporting and Investigation	Hannah McBride -Business Manager (Reporting staff and pupil incidents via Merton accident reporting site) Andriana Samouel-Headteacher	Main Office		annual
Asbestos Management	Hannah McBride - Business Manager supported by BRM Facilities	Site office		annual
Client Handling	Hannah McBride -Business Manager supported by Herbert Page- Caretaker	Site office		annual
Communication and Consultation with employees on health and safety matters	Andriana Samouel-Headteacher supported by Hannah McBride-Business Manager	Main office		annual
Control of Hazardous Substances	Hannah McBride-Business Manager supported by Herbert Page- Caretaker	Site office		annual
Critical Incident Management	Andriana Samouel-Headteacher supported by Hannah McBride-Business Manager	Staffroom		annual
Educational Visits / School Trips, including residential visits and any school-led adventure activities	Andriana Samouel-Hedteacher	Main office		annual
Facilities / Buildings Management	Hannah McBride-Business Manager supported by BRM Facilities	Site office		annual
Fire Safety and Emergency Arrangements including Evacuation Procedures	Hannah McBride-Business Manager supported by Herbert Page- Caretaker	Site office		annual
First Aid Arrangements and Supporting Medical Needs	Leanora Jenkins-Administrative Officer Thushagine Sivanantharajah– Finance Assistant	Main office		annual
Health and Safety Training for all staff	Kam Matharu-Assistant Headteacher	HT's office		annual
Lettings	Andriana Samouel-Headteacher supported by Hannah McBride-Business Manager	HT's office / main office policy folder		annual

Lone Working	Andriana Samouel- Headteacher			
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Table of Mandatory Arrangements for: Sherwood Primary				
Subject Heading	Name and Job Title of Person Responsible	Location of Arrangement	Date of Issue	Date of Review
Managing Work Related Stress	Andriana Samouel Headteacher	HT's office SBM		annual
Manual Handling of Static Loads	Herbert Page Caretaker	Site office		annual
Occupational Health Services	Andriana Samouel Headteacher	SBM		annual
On-Site Vehicle Movements	Herbert Page Caretaker	Site office		annual
Personal Protective Equipment (PPE)	Herbert Page Caretaker	Site office		annual
School / Workplace Safety Inspections	Hannah McBride Business Manager	SBM office		annual
School Security	Herbert Page Caretaker Andriana Samouel, Headteacher	Site office/main school office		annual
Selecting and Managing Contractors	Andriana Samouel Headteacher Merton SLAs	SLA		annual
Slips, Trips and Falls	Andriana Samouel Headteacher	HT's office		annual
Violence and Aggression to Staff	Andriana Samouel Headteacher	HT's office		annual

Headteacher is responsible for ensuring that suitable health and safety Arrangements and Procedures are in place at Sherwood and for ensuring the following tables are accurately completed at all times.