



## Health, Safety and Welfare Policy

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|---------------------|--|
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### Version History Log

| Date        | Version | Comments/Summary of changes                                  |
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| Summer 2020 | 1       | Health and Safety Policy 2020-2021                           |
| 22.11.2022  | 2       | New policy to align to SCC's H&S model template for schools. |
|             |         | Cover sheet added  |

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## **Part 1: Statement of general policy on health, safety, and welfare**

The Governing Body and Headteacher of St Mary's C of E Primary School: -

1. Recognise and accept their responsibilities to provide and maintain a safe and healthy environment, ensuring the welfare of all employees, students, and visitors.
2. Require all managers in the school community to act in accordance with the school's health and safety policy and procedures and require the same of persons that they supervise and take responsibility for.
3. The governing body and Headteacher will provide as necessary, sufficient policy, procedures, arrangements, and supervision, to ensure compliance with all relevant health and safety legislation, and will so far as is reasonably practicable ensure:
  - The maintenance of safe plant and safe methods of work without risks to health.
  - The safe use, handling, storage and transport of articles and substances
  - Effective information, instruction, training, and supervision to keep all staff, pupils, and visitors safe is readily available.
  - The premises for which they are responsible for have safe access and egress for all staff, pupils, and visitors
  - Adequate facilities and arrangements for welfare are provided
  - A positive health and safety culture is promoted, through communication and consultation with employees and their representatives.
  - The safety of visiting contractors, members of public and authorised visitors
4. In support of the above, the governing body and Headteacher will ensure an adequate process for risk assessments for the school to be carried out and the significant findings shared with all relevant persons and incorporated into the school's health and safety procedures.

## Part 2: Organisation and responsibilities for health, safety, and welfare

The following health and safety organisational structure, and roles and responsibilities are approved by the governing body and Headteacher.

- Employer's responsibilities.
- Surrey County Council as the employer has a statutory duty in respect of health and safety in community and voluntary controlled schools to ensure that premises and people are healthy and safe.
- The responsibility is devolved to the headteacher who has day to day responsibility for staff, pupils, and others, as 'officer in charge' of the premises.
- The headteacher will ensure the overall implementation of this policy.

### The governing body

Responsibility for the health and safety of pupils lies with the governing body of the school either as the employer of school staff, or because it controls school premises (or both) and approves the health and safety 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 health and safety policy.

1. The governing body will specifically:
  - 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
    - Revision of policy/procedure
2. Nominate a health and safety governor as the link between the governing body and the wider school community, who will stay up to date with school health and safety initiatives and inform the governing body accordingly.
3. Be informed and updated of Surrey County Council's health and safety policy and receive advice and support from relevant officers of the council, or advisors acting on their behalf.
4. Ensure that health and safety is an agenda item on full governing body termly meetings and receive a termly health and safety report from the Headteacher currently. This report should include information on:
  - Progress of the health and safety targets in the SDP.
  - Accident/incident analysis
  - Relevant health and safety information received from the council or its advisors.
  - Suggestion on future health and safety initiatives.
5. Facilitate any necessary review of the school's health and safety policy and procedure as may become apparent through the strategies above.
6. The governing body will take all reasonable measures to ensure that:
  - The premises and equipment on site are safe and do not put the health or safety of staff, pupils, or visitors at risk while they are on the premises
  - They will make adequate provision for maintenance of the school premises and equipment.

## Headteacher

As senior manager for the premises, and of all on and off-site school related activities, the headteacher is responsible for the day-to-day management of health and safety. They will advise the council/governors of any health and safety issue where their support or intervention, either through system or finance, is necessary and appropriate to affect the requirements of this policy.

They will ensure that:

1. The content of this policy is brought to the attention of all relevant persons.
2. A process for risk assessments is applied within the school
3. Appropriate control measures are implemented,
4. Assessments are monitored and reviewed as necessary.
5. There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
6. Appropriate staffing levels for safe supervision are in place.
7. An adequate schedule of inspection and 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 pools, water features and safety around ponds
  - First aid/medical facility and equipment
  - Premises staff equipment
  - Curriculum specific e.g., gymnasium and fume cupboards
8. An adequate needs analysis of health and safety 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 health and safety awareness
  - Health and safety induction training (all new and temporary staff including agency)
  - Emergency/fire training for the whole school community
  - First aid
  - Risk assessment
  - Health and safety coordinator
  - Manual handling
  - Working at height
9. Any further specific health and safety training identified by the training needs analysis as being necessary and appropriate will also be considered and carried out.
10. Adequate and easily retrievable health and safety training records are available and up to date.
11. The school secures and maintains an arrangement for obtaining competent health and safety advice as required by the Management of Health and Safety at Work Regulations 1999.
12. A termly health and safety report is provided to governors.
13. The school cooperates and participates in Surrey County Council's health and safety monitoring arrangements.
14. An Educational Visits Coordinator (EVC) is appointed and trained accordingly.
15. Contractors (including catering, cleaning, and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
16. Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
17. Emergency/fire arrangements are formulated and reviewed as necessary and tested at least termly.
18. The fire risk assessment is reviewed annually and/or whenever significant changes or building work might affect the means of escape.

The headteacher is the responsible person as required by the Regulatory Reform (Fire Safety) Order 2005.

### **Deputy Headteacher**

The deputy headteacher will take on the above responsibilities in the absence of the headteacher. Assistant head teachers can provide support to deputy heads who retain overall responsibility.

### **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. Line managers will ensure that:

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.
2. All accidents and incidents occurring within their areas are reported, recorded, and investigated in accordance with the school's procedure.
3. All persons they manage or are responsible for, are aware of their specific roles in case of fire emergency.
4. Any equipment/appliance which has been identified as being unsafe is removed from service.
5. Health and safety inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report is provided to them where necessary.
6. The health and safety training needs of staff are identified and the Headteacher informed accordingly.
7. Staff are properly consulted on any matters that may affect their health or safety whilst at work.
8. New transferred and temporary staff, including agency workers, receive appropriate health and safety induction training.
9. First aid provision is adequate.
10. Pupils are given relevant health and safety information and instruction.

### **Teaching staff (including supply)**

Teaching staff are responsible for the health and safety of all pupils under their control and must ensure:

1. Effective and appropriate supervision of the pupils that they are supervising.
2. That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
3. They are familiar with the school's health and safety policy and any arrangements specific to their own department.
4. That emergency procedures in respect of fire, emergency evacuation, emergency lockdown and security, and first aid are carried out.
5. Where relevant, that all personal protective equipment (PPE) is suitable and in good condition prior to issue and removed from use if found to be defective. PPE must be properly looked after and stored when not in use, e.g., in a dry, clean cupboard. If it is reusable it must be cleaned and kept in good condition.
6. Where relevant, safety devices such as machinery guards are in good condition, maintained and are used in accordance with good practice, following manufacturer's instructions to allow us to comply with safety legislation.
7. They report any defective equipment to the relevant person, such as the site supervisor/caretaker of the premises team.
8. All accidents and incidents are reported, including near misses, and the correct reporting procedure is followed.

### **Site Manager/Caretaker**

The site manager/caretaker is responsible to the Headteacher/business manager and will ensure:

1. The removal from service of any item of furniture, apparatus, or equipment which has been identified as unsafe.
2. That any identified hazard is appropriately removed, isolated, or contained as necessary to prevent danger.
3. That periodic health and safety 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 inspections may be carried out with others such as governors, health, and safety coordinator etc.
4. That persons they supervise only undertake work for which they are competent.
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. That all staff work in accordance with safe working practices issued by the school, and the Council.
7. Ensure that all contractors on site are aware of the emergency evacuation procedures and have sight of the school health and safety policy as appropriate to their work
8. Ensure that all contractors view the asbestos register prior to commencing works that may involve working in areas with the potential of disturbing asbestos.
9. Inform all contractors of any known hazards which might affect them whilst at work.

### **Health and Safety Co-ordinator**

The Headteacher may appoint or nominate a health and safety coordinator to carry out specific functions which may include:

1. Having an overview of the school's health and safety policy and arrangements, bringing amendments to the attention of the headteacher where necessary.
2. Overseeing and supporting the school's risk assessment/risk management process and advising the headteacher of any deficiencies.
3. Carrying out, with the headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
4. Arranging termly evacuation drills and weekly fire alarm tests etc.
5. Advising the headteacher and/or the council of any defect in the state of repair of the building or its grounds, which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
6. Arranging for the repair, replacement, or removal of any item of furniture or equipment which has been identified as unsafe.
7. Coordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
8. Reporting to the headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
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.
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 advice.
11. Carry out health and safety functions in school and maintain an overview of the health and safety organisation and management of the school, and report to the headteacher accordingly.

**All employees (including temporary and 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 health and safety responsibilities. All employees must:

1. Participate in the school's risk assessment process and comply with findings.
2. Report any defects in the condition of the premises or equipment of which they become aware.
3. Report all accidents/incidents in accordance with the school's procedure.
4. Be familiar with the procedure to be followed in the event of a fire/emergency.
5. Make use of personal protective equipment provided for safety or health reasons.
6. Follow all relevant safe working practice and local rules.
7. Report any unsafe working practices to their line manager.

**Safety representatives**

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:

1. To investigate potential hazards, dangerous occurrences and examine the causes of accidents and near misses in the workplace.
2. To investigate complaints by any employee they represent relating to that employee's health, safety, or welfare at work.
3. To make representations to the Headteacher on matters affecting the health, safety, and welfare of employees.
4. To carry out workplace health and safety inspections, subject to reasonable notice to their line manager, and present findings to the headteacher.



### **Part 3: Arrangements and procedures for health, safety, and welfare**

The following arrangements and procedures 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. Arrangements that are detailed in existing policies are referenced under the relevant section.

#### **Accident and near miss reporting, recording and investigation**

Each class has an accident log book. Teachers and teaching support staff are responsible for recording classroom / playground accidents in the relevant class accident log. The school office also holds an accident log book for children who require a greater level of first aid assistance.

St Mary's C of E Primary School has access to OSHENS, Surrey County council's online accident / incident report system for serious injuries. The Admissions Officer is responsible for logging accidents onto OSHENS and the headteacher is responsible for reviewing accidents logged prior to submissions to Surrey County Council. In addition, appropriate incidents are reported to RIDDOR. A termly review of accidents is conducted and reported to Governors.

#### **Asbestos**

The asbestos survey is kept by the School Business Manager which includes the Asbestos Register. Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect asbestos has been disturbed. Contractors are required to view the register and sign to indicate awareness of the location of asbestos and that it will not be disturbed by their work. Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe. The School Business Manager must be informed of any asbestos found onsite which is not identified in the asbestos register, in order for this to be recorded. The school purchases an annual asbestos re-inspection survey and undertakes remedial works as recommended.

#### **Contractors**

Contractors are selected based on reference and recommendation where possible. All contractors are given a copy of the school's health and safety policy. In addition, contractors must provide copies of their own health and safety working practices, risk assessments and provide copies of insurance where applicable. Any health and safety concerns relating to contractors must be reported to the School Business Manager who liaise with the appropriate authority as required e.g. Diocese, SCC Land and Property.

#### **Control of safe handling and use of hazardous substances**

Wherever possible, any hazardous substance should be used for purposes as per CLEAPSS guidance (see [Explore Issue 13, Autumn 2021 Using Household Materials](#)”, plus [CLEAPSS Primary School Website](#)). Any substance, which it is proposed to use for a purpose not covered by CLEAPSS guidance should be the subject of further advice from CLEAPSS and to the consent of the Head Teacher / School Business Manager. Substances will be used in accordance with the manufacturers' instructions and advice on the label.

Where possible, chemicals and other hazardous materials will be purchased from a reputable source, ideally from retailers that are members of the Chemical Business Association (CBA) or Chemical Industries Association (CIA).

The school will endeavour to ensure that retailers provide a material safety data sheet (MSDS) with any chemicals purchased which details important information about potential hazards, how to work safely with the chemical, and advice about use, storage and disposal.

Stocks will be checked before ordering chemicals to ensure the correct amount is order and avoid storage of excess chemicals / hazardous substances.

All hazardous chemicals and materials will be stored securely and systematically in a locked store and the number of persons who have access to the store should be restricted to the minimum necessary. An up-to-date inventory of all the hazardous chemicals and materials held in school and college stores will be kept.

There will be agreed procedures or protocols for the handling and use of chemicals and other hazardous materials.

Chemicals and other hazardous materials will be disposed of in accordance with HSE guidance.

## **Curriculum safety**

All teaching staff will be familiar with the school's health and safety policy and complete risk assessments specific to their own curriculum area prior to commencing hazardous activities. Specialist staff members must refer to any health and safety publications adopted by the school which staff must be familiar with (e.g. the Association for Physical Education document "[Safe Practice in Physical Education, School Sport for Physical Activity](#)").

## **Display screen equipment (DSE)**

HSE Display Screen Regulations apply to workers who use DSE daily, for continuous periods of an hour or more. The school follows SCC's Display Screen Equipment guidance which defines a user as someone who satisfies the majority of the following criteria:

1. Work often requires the use of a display screen for periods of an hour or longer
2. The display screen is used on most days or everyday
3. The worker has little or no discretion over when and whether to use the display screen
4. The job could not be done without the use of a display screen
5. The ability to use the display screen forms an important part of the workers job

As such, SCC deem, for the most part within schools, actual DSE users as administrative support and line managers.

DSE users will be: -

- Request to complete the HSE self-assessment DSE form during induction and, once in post for a year, at the beginning of each academic year.
- Given a copy of the HSE guide "Working with display screen equipment" during induction and also prior to completing their annual DES self-assessment.
- Notified to report any DSE defects / health concerns to the School Business Manager as soon as possible.
- Informed that they are entitled to receive a free eye test under the HSE Display Screen Equipment Regulations.

Self-assessments will be reviewed by the School Business Manager who will action any adjustments as required.

## **Electrical equipment**

### Portable electrical equipment.

The term 'portable' is used to mean portable, movable or transportable. Typical portable electrical equipment in a school include laptops, Chromebooks, iPads, mobile phones, laminators, extension leads, drills, hoovers etc...

Business equipment (e.g. computers, printers, photocopiers) and other electrical equipment such as microwaves do not present the same level of risk as portable electrical equipment providing the leads are protected from mechanical damage and stress.

The School Business Manager keeps a register of portable and business electrical equipment.

### Portable electrical equipment maintenance

In accordance with the HSE's 'Maintaining portable electrical equipment' guidance, the following process is adopted to ensure effective maintenance of portable electrical equipment.

#### 1. Checks by user

Staff using portable electrical equipment need to ensure that the equipment, as far as reasonably practicable, is sound and fit for purpose by checking for: -

- damage (apart from light scuffing) to the supply cable, including fraying or cuts;
- damage to the plug or connector, e.g. the casing is cracking or the pins are bent;
- inadequate joints, including taped joints in the cable;
- the outer sheath of the cable is not effectively secured where it enters the plug or the equipment.

- the equipment has been subjected to conditions for which it is not suitable, eg it is wet or excessively contaminated;
- damage to the external casing of the equipment;
- loose parts or screws;
- evidence of overheating (burn marks or discolouration).

## 2. Formal visual inspection

The caretaker will carry out formal inspections on a selection of portable electrical equipment items. This will include: -

- Whether the electrical equipment is being used in accordance with the manufacturer's instructions;
- the equipment is suitable for the job;
- there has been any change of circumstances;
- the user has reported any issues.
- the electrical equipment is being used in accordance with the manufacturer's instructions;
- the equipment is suitable for the job;
- there has been any change of circumstances;
- the user has reported any issues.
- Removing the plug to ensure
  - there are no signs of internal damage, overheating or water damage to the plug;
  - the correct fuse is in use and it is a proper fuse, not a piece of wire, nail etc;
  - the wires including the earth, where fitted, are attached to the correct terminals;
  - the terminal screws are tight;
  - the cord grip is holding the outer part (sheath) of the cable tightly;
  - no bare wire is visible other than at the terminals.
- For moulded plugs, checking the fuse can be checked.

Formal visual inspections will be recorded on a log sheet by the Caretaker.

## 3. Combined inspection and PAT testing

The caretaker will periodically undertake combined inspection and PAT testing as certain defects cannot be detected by visual inspection alone. The PAT tested is calibrated annually by an external supplier, to ensure accuracy of readings. Portable electrical equipment PAT tested to indicate the date the equipment was tested. As per the HSE Maintaining Portable Electrical Equipment, there will be no next test due date on the label.

Combined inspection and PAT testing will be recorded on a log sheet by the Caretaker.

### Frequency of portable electrical equipment examinations

The school's schedule for portable electrical equipment maintenance outlined below is based on the HSE's suggested frequency of examinations as per table below.

| <u>Type of business</u>   | <u>User Checks</u> | <u>Formal visual inspection</u> | <u>Combined inspection and test</u>             |
|---|--------------------|---------------------------------|---|
| Office information technology rarely moved, e.g. desktop computers, photocopiers, fax machines          | No                 | 4 years                         | No if double insulated, otherwise up to 5 years |
| Double insulated (Class II) equipment moved occasionally (not hand-held), e.g. fans, table lamps        | No                 | 3 years                         | No  |
| Hand-held, double insulated (Class II) equipment, e.g. some floor cleaners, some kitchen equipment      | Yes                | 1 year                          | No  |
| Earthed (Class I) equipment, e.g. electric kettles, some floor cleaners                                 | Yes                | 1 year                          | 2 years   |
| Cables, leads and plugs connected to Class I equipment, extension leads and battery charging equipment. | Yes                | 2 years                         | 3 years   |

Cables, leads and plugs connected to Class II equipment should be maintained as part of that equipment. Cables, leads and plugs not dedicated to an item of equipment should be maintained as individual items as appropriate.

#### Defective items

Defective items must be reported to the School Business Manager/Caretaker and made unusable or taken out of service if repairable.

#### Fixed electrical wiring

Fixed electrical wiring is tested by a competent person every 5 years. The report is held by the School Business Manager.

### **Emergency procedures**

The school has an emergency plan which is reviewed every three years. This outlines the procedures the school will follow in relation to bomb threats, evacuations, fire, incidents requiring lockdown and accidents/emergencies on school trips. The emergency plan is shared with new staff during the induction process. Existing staff are reminded of the procedures annually at the start of the academic year.

### **Fire precautions and procedures**

The Headteacher is responsible for arranging and reviewing the school fire risk assessment and action plan, frequency and arrangement of drills.

- The School has a Fire Plan which is shared with all staff. The School Business Manager is responsible for reviewing, updating and circulating the Fire Plan.
- Fire drills will be carried out termly as below and fire drill report submitted the Finance and Assets Committee.
  - Autumn term - last two weeks of autumn term 1
  - Spring term - first two weeks of spring term 1
  - Summer term - first two weeks of summer term 1
- Fire evacuation procedure is clearly displayed in each classroom.
- New staff are informed of fire procedures during induction.
- School has a Fire Risk Assessment which is reviewed annually by the School Business Manager.
- Caretaker carries out emergency lighting and weekly call points checks and maintains up-to-date records. Any defects are to be reported immediately to School Business Manager who will undertake the necessary action in order to ensure compliance.
- Fire alarm and smoke detectors test are carried out by competent person (external contractor) on 6 monthly basis, overseen by the School Business Manager.
- Fire extinguishers serviced on an annual basis by competent person (external contractor), overseen by the School Business Manager.

### **First aid**

The school adopts SCC's First Aid in Schools Policy and has carried out a first aid risk assessment in order to assess the school's first aid needs and ensure adequate first aid provision. Please refer to the school's First Aid Policy.

### **Glass and glazing**

All glass in doors, side panels to be safety glass, or fire rated if within a fire door, all replacement glass to be of safety/fire standard, assessment of premises to establish compliance. Routine part of termly health and safety inspection of the premises includes review of glass status (i.e., chipping, cracking etc).

### **Health and safety advice**

Competent health and safety advice is available from SCC's Strategic Risk Management team for maintained schools. Health and safety resources and guidance are available to download from the Health and Safety area on Surrey Education Services website

## **Housekeeping, cleaning, and waste disposal**

The caretaker is responsible for ensuring: -

- the site is clean, well-maintained and a safe environment for pupils, staff and visitors.
- managing the cleaning contractors to ensure adequate cleaning standards.
- refuse and recycling are collected weekly.
- Winter salt spreading and snow clearing.

## **Infection control**

The school follows national guidance published by Public Health England and the UK Health Security Agency when responding to infection control issues and will encourage staff and pupils to follow this good hygiene practice. Arrangements for managing a range of common and important infections including COVID-19 are implemented with guidance available from SCC. The Headteacher is responsible for carrying out and monitoring safe procedures and risk assessments within the school, and communicating to staff, visitors and pupils following guidance changes.

## **Jewellery**

### Staff

Jewellery should be kept to a minimum and is always worn at the individual's own risk. Long earrings, necklaces, chains, etc. should not be worn. Care must be taken to ensure that jewellery does not cause a health and safety hazard and that jewellery cannot injure a student unintentionally or inhibit the staff from conducting their role fully and swiftly. With the exception of discreet earrings, all other visible body piercings should be removed or concealed whilst on the school premises

### Pupils

Pupils are permitted to wear one pair of small, simple gold or silvers stud earrings. Ideally, earrings should be removed before participating in PE. Where removal of earring is not possible, the school will undertake a risk assessment to determine if tapping of ears or the earring of flat retainers is appropriate. Wear tapping is allowed, this must be done by either the child themselves or parent/carer as staff are not permitted to tape children's ears. Teachers leading the PE lesson are responsible for ensuring taping is adequate and if deemed inadequate will not allow participation. In accordance with SCC guidance, earrings must be removed before swimming.

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

The school has a Lettings Policy, which all hirers must refer and adhere to. All hirers receive a copy of the school's Health and Safety Policy. Risk assessments must be completed by both the school and hirer. Hirers must give the school a copy of their Public Liability Insurance and safeguarding procedures. Hirers must ensure that any equipment bought onsite is safe and in the event of any accident/incident, report this immediately to the caretaker. Hirers are responsible for ensuring that they have any relevant licences.

## **Lone working**

The school has a Lone Working Policy and has carried out a Lone Working Risk Assessment. The basic principles of the lone working include: -

Potentially dangerous activities, e.g. working at heights, not to be undertaken when working alone.

Members of staff must inform a second person that they will be lone working and must check in, with their nominated person. The nominated person must have contact details of senior leadership team in the event of 'non-check in'.

## **Long term evacuation plan**

Refer to Emergency Plan.

## **Maintenance of equipment**

The school ensures equipment is inspected by qualified contractors and maintained as per SCC's Premise Schedule of Review (See Table A in Appendix). Records of inspections are maintained and any immediate H&S remedial works are action promptly.

## **Management of medicines**

Please refer to Supporting Children with Medical Conditions for details regarding management and administration of medication.

## **Manual handling**

Handling and lifting activities should be avoided where possible. Where manual handling cannot be avoided, risk assessments should be carried out to identify potential hazards and control measures required to minimise the risk of injury to staff. The caretaker is responsible for portage and has access to a trolley to assist with transporting of goods.

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

PPE equipment to be provided free of charge where risk assessment determines it to be appropriate. Such equipment should be fit for purpose and should be periodically checked and maintained. Equipment should be used for its proper purpose and under supervision if appropriate.

Where equipment is identified as necessary and provided it must be worn. Refusal by an individual to comply with this could result in disciplinary action.

Damage or loss of equipment should be reported to the premises team immediately so that replacements can be ordered.

## **Playground safety**

The school has undertaken a Playground Risk Assessment to ensure adequate pupil/staff ratio, first aid provision, emergency procedures, inspection and maintenance of play equipment and play areas.

## **Risk assessments**

The Headteacher is responsible for ensuring risk assessments are undertaken, reviewed and actions carried out, including individual risk assessments for staff. (See appendix B for a list of assessments).

## **School trips/ off-site activities**

The school has an Educational Visits Policy, which is based on SCC's Educational Visit guidance. The school has a designed local learning area. Trips within the local learning area follow standard operating procedures which details staff ratios, first aid provision and emergency arrangements. For residential and adventurous activities, risk assessments are completed and authorised by the headteacher and local authority. All trips are uploaded to Evolve. The headteacher is the Educational Visits Co-ordinator.

In line with the DfE's [Health and safety on educational visits](#) guidance, parental consent for trips will be sought for the following: -

- Adventurous activities.
- Residential trips.
- Trips/activities taking place outside of normal school hours.
- Trips involving pupils in nursery.

## **Site security**

The site boundaries are secured by 2m anti-climb weldmesh fencing. In vulnerable areas this has been extended to 3m high. The car park is outside the perimeter fence at Hart Road. Access to the school is restricted. Perimeter gates are locked during the school day, except for drop off and pick up times. Visitor access is controlled by a buzzer system, operated by the front office who have video footage of the front entrance. All visitors are required to sign in and wear a visitor badge and the appropriate coloured lanyard (red = non-DBS, green = DBS, black = governor, DBS) and visitor sticker (with their photograph) to wear during their visit. Visitors without a valid DBS must be accompanied by a member of staff at all time. All staff are required to sign out at the end of their visit. Staff are informed to challenge individuals not wearing ID badge /lanyard and accompany to the School Office.

Staff, access is through entering a code on the keypad. The code is changed on a monthly basis by the Premise Manager.

The Hive (breakfast and after school club) have their own secure CCTV buzzer/keypad entry system, opened by the Hive Staff or via staff inputting the code on the key pad.

All staff are informed that they have a responsibility to challenge unidentified visitors.

The Premise Manager is responsible for ensuring windows and the majority of the doors are closed / locked at the end of the day. Doors that are left open/unlocked by the Premise Manager are locked by the cleaning supervisor (external company), who has signed a key holder agreement.

All school buildings are alarmed at the end of the school day and there are movement sensitive lights situated around the school site. All external doors are linked to the intruder alarm system and PIR motion detectors are installed throughout the school. Seventeen CCTV monitors cover the site and these are registered with the Information Commissioner's Office. The monitor is situated in Reception.

### **Smoking**

The school operates a smoke-free policy in order to protect all members of the school community from the harms of second-hand smoke. The smoke-free policy applies to the school buildings, grounds, educational visits and minibuses and private vehicles when travelling with students or staff on school business. Staff are informed of the smoke-free policy during their induction (see staff handbook) and visitors are informed via signage.

### **Staff consultation**

H&S discussed at the Governor Finance and Assets Committee each term. The School Business Manager reports to the Finance and Asset Committee. Staff handbook includes a section on Health and Safety. Staff are informed to report /discuss H&S issues to the School Business Manager.

### **Staff well-being / stress**

The headteacher actively promotes a good work-life balance and staff are encouraged to leave school at reasonable hour. The school has an open-door policy and staff are encouraged to speak to their line manager or a member of SLT if they feel under stress. Staff wellbeing is addressed as part of absence management and referrals can be made to occupational health if necessary.

### **Swimming pools**

The Premises Manager has responsibility for the day to day maintenance of the swimming pool. When in use, the pool is cleaned daily. Chemical levels and the temperature are tested at least twice a day and recorded in the Swimming Pool Log. The School Business Manager holds the pool operating procedures. These procedures include the Normal Operating Procedures (N.O.P.), Pool Safety Operating Procedures (P.S.O.P.) and the Emergency Operating Plan (E.A.P.). A full risk assessment has been carried out which is also in the operating procedures file. The pool is tested for bacteria on a monthly basis in line with best practice advice issued by the Institute of Recreational Management (I.S.R.M.), results certificates are located in the School Business Manager's office.

A first aid kit is located in the changing rooms. Unless in use, the gate to the swimming pool is locked. In addition to the swimming teacher, there are two adults present, one of which must be present at the pool side at all times.

Children are briefed on the swimming pool rules during their first lesson.

### **Vehicles on site**

Vehicular access onsite is restricted to staff vehicles, delivery vehicles, taxis for named pupils and disabled parents/ pupils. The car park is separate from the school playground and there is pedestrian access for pupil access and egress. The minibus has designated parking at the back of the school near Rectory Lane, allowing for safe access/egress for passengers.

### **Violence to staff**

The school has a zero tolerance to violence towards staff. This applies to pupils, other staff members, contractors and visitors. The school's Behaviour Policy outlines the behaviour expectations for pupils. For staff, this is covered in the Staff Code of Conduct for staff. A zero-tolerance notice is displayed in the school reception area for visitors/contractors.

Staff have been informed that any incidents of verbal or physical violence must be immediately reported to the Headteacher if appropriate, the Police.

Any individual responsible for verbally and physically abusing staff will be asked to leave the site and may be banned from the school site.

Several members of staff have received "Positive Touch" training and as such are able to restrain a pupil who is behaving aggressively towards another person, threatening to harm themselves or damaging property.

The school will support any staff subject to violence at work, signposting them to external organisations for support as required.

### **Working at height**

The Premise Manager has attended working at height training and is the designated person to carry out work at height. In the event that another member of staff needs to work at height, the Premise Manager will ensure work is properly planned, supervised and the individual has the skills, knowledge and experience to do the work. In addition:

- The Premise Manager retains ladders for working at height by school staff.
- All ladders to comply with BS/ EN standards.
- The Premise Manager is responsible for ensuring an up-to-date Ladder Register is maintained.
- Staff will wear appropriate footwear and clothing when using ladders.
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety and complete the Ladder Register.
- Access to high levels, such as roofs, is only permitted by trained persons.
- Contractors are expected to provide their own ladders for working at height.
- Pupils are prohibited from using ladders.

### **Work experience**

Prior to placements, all work experience students are emailed the "Work Experience Information Sheet" which gives details of the fire drill procedure, accident procedure for work experience students, lunch arrangements, wearing of jewellery, confidentiality and safeguarding, as well as link to the school's Health and Safety Policy.

The school has a generic work experience risk assessment, which is reviewed on an individual basis as required.

Work experience students under the age of 16 years old do not require a DBS check. For students over the age of 16, the School Business Manager will undertake a risk assessment to establish if a DBS check is needed.

### **Water management (Legionella)**

To comply with legislation surrounding water management as detailed in the COSHH Regulations and Approved Code of Practice L8, a water risk assessment is undertaken by an external specialist annually, and when significant changes have occurred to the water system and/or building footprint. The external specialist is responsible for ensuring that the identified operational controls are conducted and recorded. The risks from legionella are mitigated by the following control measures e.g., monthly temperature checks, weekly flushing of outlets and, cleaning and descaling of shower heads and taps etc.]



## Appendices

Table A: SCC Schedule of Premises

| Aspect  | Control Measures  | Requirement                                  | Frequency   | Support   |
|---|---|--|---|---|
| Air Conditioning Systems                          | Inspection  | Best practice<br>Statutory                   | Manufacturer's instructions<br>Not exceeding five years                     | The Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007 |
| Asbestos register                                 | Provision of and reference to register and asbestos management plan       | Statutory                                    | Set out in the asbestos management plan                                     | Provision of asbestos management plans<br>Surrey CC buy-back  |
| Car Parking and Vehicle/Pedestrian Segregation    | Risk assessment   | Statutory                                    | When circumstances dictate e.g. if changes to the premises are/will be made | SCC Safer Roads Team  |
| Display of Notices                                | Inspection  | The display of most information is statutory | Regular checks to ensure information is still on display and is current     | SCC Services for Schools Portal   |
| Contractor Management                             | Planning<br>Risk Assessment<br>Inspections                                | Statutory                                    | As required – on letting of a construction project                          | SCC Services for Schools Portal   |
| Contractor Qualification Check                    | Checks made on contractors' qualifications i.e. NICEIC, ECA               | Statutory or Good Practice                   | On appointment of contractor  | SCC Services for Schools Portal   |
| Control of Substances Hazardous to Health (COSHH) | Check on storage and use of hazardous materials                           | Statutory                                    | Annual (Best Practice)  | SCC Services for Schools Portal<br>CLEAPSS  |
| Electrical - PAT                                  | Portable appliance testing  | Statutory                                    | Variable but can be up to annual  | The Provision and Use of Work Equipment Regulations 1998 (PUWER)  |
| Electrical - Fixed Electrical Installations       | Schematic of supply route and primary distribution                        | Best Practice                                | Annual Update   | Surrey CC buy back  |
| Electrical - Fixed Electrical Installations       | Inspection of fixed wiring and all distribution boards and safety devices | Highly recommended                           | Annual  | Surrey CC buy back  |
| Electrical - Fixed Electrical Installations       | Testing of all fixed wiring and all distribution boards                   | Statutory                                    | 5 yearly (or more frequently as determined by competent person)             | Surrey CC buy back  |

| Aspect                                      | Control Measures  | Requirement   | Frequency   | Support            |
|---|---|---------------|---|--------------------|
| Electrical - Fixed Electrical Installations | Testing of all distribution boards in mobile accommodation  | Statutory     | Annual  | Surrey CC buy back |
| Electrical Stage Lighting                   | Inspection and testing  |               | Annually inspection and test by competent person  | Surrey CC buy back |
| Electrical Stage Lighting                   | Inspection and testing of portable dimmer racks with no fixed cabling, plugs, sockets, flexible leads |               | Every 3 months and after every alteration   | Surrey CC buy back |
| Emergency Lighting                          | Inspection and testing of system  | Statutory     | Monthly checks to check functionality RCD (Residual Current Device [Circuit Breaker]) test. To include stop button functional test.<br>Every six months - 1-hour duration test. | Surrey CC buy back |
| Extraction Systems including Fume Cupboards | Inspection and Testing of Dust Extraction Equipment   | Best Practice | Annual  | Surrey CC buy back |
| Extraction Systems including Fume Cupboards | Local Exhaust Ventilation   | Statutory     | Every 14 months   | Surrey CC buy back |
| Fire Risk Assessment and Management Plan    | Fire Risk Assessment  | Statutory     | Whenever any changes are made that will impact on the original assessment   | Surrey CC buy back |
| Fire Detection and Alarm Systems            | Inspection and testing of system  | Best Practice | Weekly  | Surrey CC buy back |
| Fire Doors                                  | Inspection  | Best practice | Weekly  | Surrey CC buy back |
| Fire Fighting Equipment                     | Inspection and maintenance extinguishers  | Best practice | Annual  | Surrey CC buy back |
| Fire Fighting Equipment                     | Inspection and testing of fire sprinkler system   | Best practice | Annual  | Surrey CC buy back |
| First Aid Equipment                         | Inspection  |               | Regular checks to ensure no equipment is outside of expiry date   | Surrey CC buy back |
| Fuel Oil Storage                            | Plan of primary pipe work and main isolation points   | Best Practice | Initial & Review where changes are made.  | Surrey CC buy back |

| Aspect                                   | Control Measures                                      | Requirement                 | Frequency   | Support                         |
|--|---|-----------------------------|---|---------------------------------|
| Fuel Oil Storage                         | Visual Condition Inspection                           | Best Practice               | Annual  | Surrey CC buy back              |
| Fuel Oil Storage                         | Maintenance checks on all pipe work devices           | Best Practice               | Annual  | Surrey CC buy back              |
| Gas Safety                               | Gas safety inspections and certificates               | Statutory                   |   | Surrey CC buy back              |
| Gas Appliance                            | Servicing for efficient operation, combustion         | Statutory duty on Landlords | Annual Servicing to include check on ventilation, adequate flues, heat input combustion conformance, appliance is stable and safety devices working           | Surrey CC buy back              |
| Gas Appliance                            | Visual condition inspection and testing if required   | Best Practice               | Annual  | Surrey CC buy back              |
| Glazing                                  | Checks  | Statutory                   | Initial survey of building to identify areas where safety glazing should be in place, ensure that any glazing replacements are with safety glass as required. | SCC Buy Back                    |
| Hydrotherapy Pools and Swimming Pools    | Risk Assessment, Inspection Water Testing             | Statutory                   | 3 X daily Ph test<br>Monthly micro test   | Competent person                |
| Lifts and Hoists                         | Thorough examination, full maintenance and Inspection | Statutory                   | Every 6 months minimum for passenger lifts. Every 12 months for goods lifts. After substantial and significant changes have been made.                        | SCC Insurers                    |
| Lighting Conductors                      | Inspection and testing                                | Best practice               | Every 12 months test to assess adequacy of earthing, evidence of corrosion, alterations to structure  | Surrey CC buy back              |
| Mobiles – Stability of                   | Structural inspection of mobile accommodation         | Best practice               | Annual  | Surrey CC buy back              |
| Playground & Gymnasium equipment - Fixed | Inspection and testing                                | Best practice               | Annual  | Twelve15 Gym Maintenance        |
| Radon                                    | Risk Assessment                                       | Guidance                    | TBA   | SCC managed                     |
| Security                                 | Risk Assessment                                       | Statutory                   | Initial & reviewed as necessary   | SCC Services for Schools Portal |
| Shared Premises                          | Risk Assessment                                       | Statutory                   | As required   | SCC Services for Schools Portal |

| Aspect  | Control Measures   | Requirement   | Frequency   | Support                         |
|---|--|---------------|---|---------------------------------|
| Slips and Trips   | Risk Assessment  | Statutory     | Inspection Schedule   | SCC Services for Schools Portal |
| Tree Safety   | Risk Assessment  |               | Annual and following any works that could have caused damage and high winds                       | Surrey CC buy back              |
| Water Hygiene and Safety (Legionnaires' Disease etc.,)                            | Risk Assessment  | Statutory     | Initial Risk Assessment & reviewed where reason to believe original assessment is no longer valid | Surrey CC buy back              |
| Water Hygiene and Safety, Legionnaires' Disease, Water Systems Cold water Systems | Plan of Primary pipe work and main isolation points  | Best practice | Review after system changes   | Surrey CC buy back              |
|   | Tank condition and compliance inspection   | Best practice | Annual  | Surrey CC buy back              |
|   | Maintenance checks on all pipe work, devices (strainer, valves, blending valves, pumps etc., | Best practice | Annual  | Surrey CC buy back              |
|   | Temperature checks on sentinel taps  | Best practice | Monthly   | SCC Services for Schools Portal |
| Workstation Assessment  | Risk Assessment  |               | Change of employee or relocation of workstation   | SCC Services for Schools Portal |
| Working at Height   | Risk Assessment  |               |   | SCC Services for Schools Portal |
| Working at Height –safety Eyes Bolts and Cradles                                  | Inspection and testing   | Statutory     | Annual  | Surrey CC buy back              |

Table B: SCC Risk Assessment Register

| Hazard Risk Area                                  | RA Template | Comments | Date of assessment | Review date |
|---|-------------|----------|--------------------|-------------|
| <b>Mandatory/Statutory Assessments</b>            |             |          |                    |             |
| Asbestos  |             |          |                    |             |
| Control of Substances Hazardous to Health (COSHH) |             |          |                    |             |
| Display Screen Equipment (DSE)                    |             |          |                    |             |
| Expectant Mothers                                 |             |          |                    |             |
| Fire  |             |          |                    |             |
| First Aid   |             |          |                    |             |
| Legionella  |             |          |                    |             |
| <b>Employees</b>                                  |             |          |                    |             |
| Caretaking duties                                 |             |          |                    |             |
| Contractors                                       |             |          |                    |             |
| Moving and handling of children and young people  |             |          |                    |             |
| Lone working                                      |             |          |                    |             |
| Manual Handling                                   |             |          |                    |             |
| Site Risk Assessment                              |             |          |                    |             |
| Stress  |             |          |                    |             |
| Violence at Work                                  |             |          |                    |             |
| Working at Height                                 |             |          |                    |             |
| <b>Curriculum</b>                                 |             |          |                    |             |
| Art and Design                                    |             |          |                    |             |
| Breakfast club                                    |             |          |                    |             |
| Forrest school                                    |             |          |                    |             |
| PE Gymnastics                                     |             |          |                    |             |
| Play areas and equipment                          |             |          |                    |             |
| Science lesson                                    |             |          |                    |             |
| Swimming Pools                                    |             |          |                    |             |
| <b>Other (if applicable to school)</b>            |             |          |                    |             |
| Administration of Medicines                       |             |          |                    |             |
| Adverse weather                                   |             |          |                    |             |
| Animals in Schools                                |             |          |                    |             |
| Breakfast club                                    |             |          |                    |             |
| LPG Storage tank                                  |             |          |                    |             |
| Oak Processionary Moth                            |             |          |                    |             |
| Personal Emergency Evacuation Plan (PEEP)         |             |          |                    |             |
| Playground Risk Assessment                        |             |          |                    |             |
| Pond Features                                     |             |          |                    |             |
| Pupils with temporary mobility difficulties       |             |          |                    |             |
| School Events                                     |             |          |                    |             |
| Site Security                                     |             |          |                    |             |
| Vehicles on Site                                  |             |          |                    |             |
| Wellbeing Dog                                     |             |          |                    |             |
| Walking bus                                       |             |          |                    |             |
| Young person at work                              |             |          |                    |             |
| <b>In the event of</b>                            |             |          |                    |             |
| After school activities                           |             |          |                    |             |
| Fireworks   |             |          |                    |             |
| Letting/hiring facilities                         |             |          |                    |             |
| Organised events                                  |             |          |                    |             |
| Work experience                                   |             |          |                    |             |