



Health Safety and Welfare Policy for Walsh Memorial C of E Infant School

**DATE FOR REVIEW:
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Health, Safety and Welfare Policy

Walsh Memorial C of E Infant School

Part 1:

Statement of general policy on health, safety, and welfare

The Governing Body and Headteacher of Walsh Memorial C of E Infant 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.

Over the course of the last year, the school has responded to the huge challenges posed by the Coronavirus pandemic. The school is committed in doing everything we can to support our staff during the coronavirus pandemic, this shall include but not be limited to, providing dedicated support for remote working, mental health and wellbeing, and guidance, instruction, and training for safe working during the pandemic.

Signature:

Signature:

Date:

Date:

Mrs Y McLeod, Chair of Governors

Mrs M Down, Interim Headteacher

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 contents 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.

A school health and safety committee is established in accordance with the school policy. The Headteacher may delegate functions to other staff (e.g., a health and safety coordinator), who may be tasked with the health and safety administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

Deputy Headteacher

The Deputy Headteacher will take on the above responsibilities in the absence of the Headteacher. Assistant heads can provide support to Deputy Heads who retain overall responsibility.

Managers

1. 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:
 - 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.
 - All accidents and incidents occurring within their areas are reported, recorded, and investigated in accordance with the school's procedure.
 - All persons they manage or are responsible for, are aware of their specific roles in case of fire emergency.
 - Any equipment/appliance which has been identified as being unsafe is removed from service.
 - 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.
 - The health and safety training needs of staff are identified and the Headteacher informed accordingly.
 - Staff are properly consulted on any matters that may affect their health or safety whilst at work.
 - New transferred and temporary staff, including agency workers, receive appropriate health and safety induction training.
 - First aid provision is adequate.
 - 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

1. The Headteacher may appoint or nominate a health and safety coordinator to carry out specific functions which may include:
 - Having an overview of the school's health and safety policy and arrangements, bringing amendments to the attention of the Headteacher where necessary.
 - Overseeing and supporting the school's risk assessment/risk management process and advising the Headteacher of any deficiencies.
 - Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
 - Arranging termly evacuation drills and weekly fire alarm tests etc.
 - 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.
 - Arranging for the repair, replacement, or removal of any item of furniture or equipment which has been identified as unsafe.
 - Coordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
 - Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
 - 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.
 - 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.

- 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.

If two or more union-appointed health and safety representatives request in writing that you set up a health and safety committee, you must do so within three months of the request.

Names of trade union appointed safety representatives

Name	Union	Area Covered

Health and safety committee (membership to be determined locally)

Individual schools may decide that suitable consultation can be achieved in school via existing arrangements, and that a formal staff health and safety committee is not required. If this is the case, then the school health and safety policy should demonstrate (in this section) the school's own strategies for ensuring that all staff have a real opportunity to discuss the health and safety issues affecting them (including risk assessment), and to influence as appropriate the school's continuing policy and procedures.

Where a school has established a health and safety committee, the follow is applicable.

The school has established a health and safety committee which meets termly. The main purpose of the committee is to consult with staff on health and safety issues and agree health and safety procedure. Minutes of the health and safety committee are copied to governors for termly governing body meetings. Membership of the health and safety committee may include:

- Headteacher: Maggie Down Interim Headteacher
- Governor representative: Yvonne McLeod
- Health and safety coordinator: Jane Vinall
- Heads of department
- Safety representatives
- Site supervisor / Caretaker: Daniel Pitt

It is a legal requirement to consult with employees on health and safety issues. A safety committee is where formal consultation with employees takes place, but individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns.

Health and safety is a standing item on all staff meeting agendas.

Part 3:

Arrangements and procedures for health, safety, and welfare

The following arrangements relate to local procedures and relevant documents in place that are used in the management of health and safety within the school by staff. The 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.

1. Accident and near miss reporting, recording and investigation

All accidents that occur on school premises must be officially recorded. This applies to staff, pupils and visitors. At the time of an accident visitors will be accompanied by a senior member of staff to complete any necessary paperwork. The Headteacher or the responsible person will log an incident and/or report to SCC where applicable. All accidents are reported in the accident logbook located in the Administrative Office. Online accident / incident reports are made through OSHENS (surreycc.oshens.com/Login/Default.aspx) including reporting RIDDOR when required.

Bumps and bruises are recorded daily by midday supervision staff and these are reviewed termly by the Health & Safety Co-ordinator and the Senior Midday Supervisor to determine if action needs to be taken to eliminate specific risks.

Guidance is available on the Surrey Education Services website (surreyeducationservices.surreycc.gov.uk). Any queries are directed to the SRM team at srm.hands@surreycc.gov.uk.]

2. Asbestos

The Headteacher is responsible for the asbestos survey. 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. Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not 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. A record is kept of the location of asbestos that has been found on the school site, this is kept in the Administrative Office. The asbestos survey is reviewed annually with the Asbestos Management Plan (AMP). The Headteacher monitors items identified in the register.

3. Contractors

All contractors will be made aware of the Health & Safety arrangements in school. All work should be done in a safe environment for both the contractors and the staff & pupils in school. All arrangements to be agreed before work commences and to include Risk Assessments as necessary e.g. for Working at Height etc. These Risk Assessments will be carried out by the contractor and reviewed by the H&S Co-ordinator. Arrangements will be monitored on an ongoing basis. Any concerns or problems should be reported to the H&S Co-ordinator or the caretaker who will be monitoring the contractors.

The H&S Co-ordinator is responsible for exchanging health & safety information, agreeing safe working arrangements, monitoring contractors working methods, carrying out Risk Assessments and arranging regular liaison meetings.

When the school also employs a Project Manager for larger building works the Project Manager is responsible for the tasks normally managed by the H&S Co-ordinator – this is to be part of the SLA with the Project Manager.

4. Control of safe handling and use of hazardous substances

All staff including the premises team, are to comply with rules on selection and use of hazardous substances, and the advice given on hazard data sheets. Risk assessments are included within the schedule of Risk Assessments and staff will be trained in safe usage if applicable. Hazardous substances will be listed, controlled and kept under lock and key in the Caretaker's cupboard. A copy of the COSHH register is kept in the Administrative office and the Caretaker's cupboard and is reviewed on an annual basis

5. Curriculum safety

All teaching staff will be familiar with the school's health and safety policy, and complete risk assessment's specific to their own curriculum area prior to commencing hazardous activities. The risk assessments will be reviewed by the Headteacher must include all relevant information and qualifications where required.

Health and safety publications adopted by the school must be used and staff must be familiar with them e.g. the Association for Physical Education (afPE) document "Safe Practice in Physical Education, School Sport and Physical Activity" for PE.

6. Display screen equipment

Training is available for staff who make significant use of Display Screen Equipment (DSE) on how to report defects in their workstation, who to report health concerns to, advice on the maximum time to be spent on DSE without break, and arrangements for eyesight testing. HSE guidance is followed, and workstation assessments are carried out to ensure correct controls are put in place to promote wellbeing, ergonomic workstations, and good working practices.

7. Electrical equipment

Visual inspections of electrical equipment must take place by all users. Examination by a competent person, who also maintains the record of inspection is arranged by the H&S Co-ordinator. Fixed wiring is inspected every 5 years, portable equipment annually or in line with legal requirements. No personal electrical items should be brought in and used in school unless they have been tested and have a valid report from a competent person; the report to be seen by the H&S Co-ordinator before the item is used. Alternatively staff may bring portable items that they will use in school to be included in the annual testing.

Defective equipment must be reported promptly to the H&S Co-ordinator and removed from use until either repaired or discarded.

8. Emergency procedures

The school will revert to the emergency procedures for bomb threats, suspect packages, evacuations, and other emergencies as detailed in the School Emergency Plan. Arrangements for implementing a sensible and proportionate response to any external or internal incident, such as armed intrusion, chemical spillages, and air pollution which has the potential to pose a threat to the safety and wellbeing of pupils, staff members and visitors, are also detailed in the School Emergency Plan. A copy of the plan is in each classroom and in the Head Teacher office and the Administrative Office. Key members of staff hold a copy off site.

9. Fire precautions and procedures

The Headteacher is responsible for ensuring that the fire risk assessment is undertaken & reviewed. Fire Drills will take place termly and where possible the time and circumstances will be varied. All new staff receive a copy of the fire drill and have to confirm that they have read it by signing in the fire record book. The details about arrangements for drills, procedures to be followed, assembly points, maintenance of fire exits /escape routes, maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, testing of break glass points, treatment of testing of emergency lighting. can be found in the Fire Book which is in the Administrative office.

10. First aid

The school has staff trained in First Aid and Paediatric First Aid. First-aid boxes are located in the entrance to Year R/Library and outside the main office. First aid kits are also kept in each classroom. The Senior Midday Supervisor is responsible for checking & restocking them. If there is an incident in school that requires an ambulance to be called then, under instruction from Headteacher or designated deputy, the office staff would call the ambulance and the Headteacher would accompany the member of staff/child to hospital to cover in the absence of a parent. Training & retraining of first aiders is the responsibility of the Headteacher.

11. Glass and glazing

All glass in doors, side panels and windows is safety glass, and all replacement glass is of safety standard. Routine part of termly health and safety inspection of the premises includes review of glass status (i.e., chipping, cracking etc)

12. Health and safety advice

The school accesses competent health and safety advice through the H&S Gold package 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

13. Housekeeping, cleaning, and waste disposal

The caretaker is responsible for ensuring that the premises are kept clean and for minimising the accumulation of rubbish. Wet floor areas (spillages or cleaning) are to be clearly signed to minimise risks of slips. Glass and other sharp objects are to be disposed of safely. External waste bins are in a locked compound adjacent to the playground. Salt and a snow shifter are available for freezing conditions. The refuse is collected weekly; cardboard and paper is recycled and collected every two weeks. Cartridges are collected as necessary for recycling.

14. Infection control (COVID-19)

The school follows national guidance published by Public Health England 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. Details the procedures in place to minimise spread of infection and arrangements if an outbreak occurs. Please see appendix B attached]

15. Jewellery

The School's Uniform Policy outlines the schools guidance on pupils wearing earrings and other jewellery.

16. Lettings/shared use of premises

Health and safety information and policies will be given to all lettings/shared use of premises. This includes restrictions on use of equipment, restrictions on accessible areas, staffing requirements, first aid provision, telephone provision, fire and emergency arrangements and standard operating procedures. Responsibilities at school fetes and other fund raising events are agreed with the Headteacher.

17. Lone working

Lone working can include late working, weekend working, site manager duties, site cleaning duties, working in a single occupancy office. Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available. The lone worker will ensure that they are medically fit to work alone.

Staff working on their own should have a check in arrangement with a second person who will seek to contact them if they have not 'checked-in'. A colleague, friend or family member will be informed about where the member of staff is and when they are likely to return. There is a lone working risk assessment available for staff to read.

18. Long term evacuation plan

The school's Emergency Plan includes details of what procedures are in place to temporarily relocate staff and pupils to a safe place in the event of not being able to return to the premises after an evacuation e.g. a gas leak, fire etc. Details include place of temporary relocation and, items to take e.g. contact numbers, medical items etc. For quick identification a copy is kept in a file labelled Emergency Plan in the Administrative office.

19. Maintenance of equipment

The school purchases Surrey CC Inspection buybacks for PE equipment, fire alarm & smoke detection, fire extinguishers & emergency lighting. The H&S Co-ordinator is responsible for arranging inspections of ladders and steps and extraction systems.

20. Management of medicines

The Illness and Administration of Medication Policy is held in the Policies folder in the Administrative office. This requires that prescribed medicines can only be administered if accompanied by written authorisation and instructions from a child's parent on a form available from the school office. Medicines will be kept in the medicine storage unit or, in the case of inhalers, in class containers in the main office. Epipens are stored on top of the medicine storage unit for quick access, along with the treatment plan. Medicines that require refrigeration are stored in a closed box on the top shelf of the fridge in the staff room. All medicines must be clearly named and have instructions on dosage attached. Medicines should be taken only under adult supervision; a record will be kept in the school office and will include date, name of child, dose and signature of the administering adult.

Further information can be found in the folder entitled “Pupils’ Health and the Administration of Medicines” located in the school office. Members of staff take part in specific training as needs arise by medical condition.

21. Manual handling

Handling/lifting activities should be avoided wherever possible. Where Manual Handling cannot be avoided, a Risk Assessment is in place identifying the potential hazards and control measures to be implemented to minimise the risk of injury. The caretaker has undertaken manual handling training. Moving and handling training has been completed by members of staff, through Surrey County Council to assist with the lifting and moving of a pupil.

22. Personal Protective Equipment (PPE)

PPE is stored in the main office and consists of face masks and visors, non latex gloves and plastic aprons. These items are routinely checked to ensure all items remain in a good condition. Training is provided to staff to ensure the proper use of PPE.

PPE will be provided free of charge where risk assessment determines it to be necessary.

23. Playground safety

The school maintains a high level of adult to pupil ratio during playtime. Pupils are supervised at all times at school and on school trips (e.g. pupils must not be left unattended)

There is also a trained member of staff allocated to first-aid each day. Small play equipment is used daily and defective equipment is reported and taken out of use immediately. The larger play equipment such as the trim trail and climbing frame is inspected annually within the PE buyback. General inspection of the school grounds is undertaken daily during the premises walk around by the caretaker.

24. Risk assessments

The Headteacher is responsible for ensuring risk assessments are undertaken, reviewed and actions carried out, including individual risk assessments for staff. Please see appendix B attached for a list of assessments that support these arrangements. Guidance, and templates are available in the health and safety area on Surrey Education Services website. Competent advice is available from SCC’s Strategic Risk Management team srm.hands@surreycc.gov.uk

25. School trips/ off-site activities

Staff carry out a pre-trip visit when planning a school trip. A Risk Assessment, using the Surrey County Council guidelines, is undertaken under the guidance of the Educational Visits Co-ordinator and then sent to the Headteacher for approval. Agreed ratios for school trips are 1 adult to 6 pupils and 1 adult to 4 pupils aged under 5, as per SCC guidelines. Emergency arrangements, parental authorisation, supervision requirements, first aid provision are all in line with Surrey County Council’s guidelines.

26. Site security/ visitors

The school operates a video controlled access system for visitors to the main school door and signing in arrangements for all visitors. Visitors may only gain access through either the reception or delivery/disabled access entrance. All visitors are to sign in at Reception, giving their car registration number where applicable and stating who they are visiting. An appropriately coloured

lanyard will be given to visitors to wear at all times whilst in the building. Visitors will be collected and/or escorted to appointments. Visitors must sign out on leaving.

27. Smoking

There is a 'No smoking' policy which covers the whole school site, inside the buildings and outside.

28. Staff consultation

Staff can raise issues of concern and make suggestions for health and safety improvements at staff meetings and to the Headteacher/H&S Co-ordinator at any time. Any issues will be assessed by the H&S Co-ordinator and will arrange for remedial action to be undertaken by the caretaker or an outside contractor. Termly reminders to staff ensures health and safety remains a key focus for all staff.

29. Staff health and safety training

New staff are briefed about health and safety arrangements during the induction process. This will include minimum health and safety competencies for certain activities (e.g., use of hazard substances, work at height, use of display equipment) and for certain roles (e.g., caretaker, cleaner) and where training and awareness training can be found. The School Business Manager ensures Health and Safety training is kept up to date for staff. Health and safety training is available through SCC's Strategic Risk Management team through the Surrey Education Services website.

30. Staff well-being / stress

School and SCC arrangements in place for supporting staff including occupational health, employee assistance programme (EAP). Headteachers actively promote a good work-life balance and this remains an area of focus for the school in looking at improving the health, safety, and wellbeing of all staff members.

31. Vehicles on site

Only authorised vehicles should be on site except for during the morning drop-off. All vehicles are either parked in the car park or at the front of the school. Management of vehicles on site, restriction on vehicle movement at certain times, segregation of large vehicles from pedestrian areas, restrictions on reversing vehicles and special arrangements for deliveries are all monitored from the school office.

32. Violence/school security

External doors should be kept shut at all times to maintain site security, and playground gates to be kept locked. The school operates a video controlled access system for visitors to the main school door. Please refer to point 26 for further details regarding signing in arrangements and the issue of lanyards.

There is zero tolerance to verbal or physical violence. Any such incidents should be reported to the Headteacher, to be dealt with accordingly.

33. 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 periodically, 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 school purchases the Legionella inspection buyback from Surrey CC. The risks from legionella are mitigated by the following control measures e.g., monthly temperature checks, weekly flushing of outlets and emergency eye washes, cleaning and descaling of taps etc.

34. Working at height

Work at height should be avoided wherever indicated by the risk assessment and wherever a suitable alternative course of action is available. Work at height should never be carried out alone and should always be supervised.

Training has been given to the caretaker in using steps and ladders and is the only staff member authorised to use such equipment. All other staff must take due care when putting up displays and information and seek assistance/advice where appropriate. On the advice of the LA the school does not lend its ladders to outside organisations and agencies, including contractors. It is the caretaker's responsibility to report any defects to the H&S Co-ordinator and to ensure defective equipment is taken out of use and stored safely until repaired or replaced. It is the responsibility of all staff to ensure that the storerooms where such equipment is kept are always locked to prevent access by pupils during the day.

Appendices

Appendix A: COVID-19

Any of the above working arrangements/guidance will be amended as necessary and relevant, in-line with current Government advice, regulations, amended or new Acts of Parliament, in relation to COVID-19.

Likewise, and as above, new guidance by Public Health England (PHE) and the Health and Safety Executive will be adhered to in relation to PPE, office, or personal hygiene.

Appendix B: Risk assessments and guidance

List of risk assessments, policies, and procedures to complement this policy, which are available from the Health and Safety area on Surrey Education Services hub:

Asbestos	Vehicles on site
COSHH	Young person work experience
Display Screen Equipment	Working at height
Fire	Administration of Medicines
First Aid	Personal Emergency Evacuation Plan
Legionella	Site Security
Manual handling	Walking bus
Moving and handling	After School activities
Violence at work	Letting/hiring facilities
Stress	
Art and Design	
Science	
PE Gymnastics	
Playground area and equipment	
Outdoor education and off-site trips and visits	
Contractors on site	
Caretaking duties	
Lone working	
New and expectant Mothers	
Adverse weather	
School Events	
Site Risk assessment	