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# Farncombe CofE Infant School

## Health, Safety and Welfare Policy Policy

Implementation Date: November 2024

Review Frequency: Annual

Next Review Date: July 2025

Approved by: Governing Body

### *Related Documents:*

#### *School Policies*

*Child Protection and Safeguarding Policy*  
*Risk assessment Policy*  
*First aid Policy*  
*Supporting pupils with medical conditions Policy*  
*Accessibility plan*  
*Emergency or critical incident plan*

#### *External Documents*

Health and Safety at Work etc. Act 1974  
The School Premises (England) Regulations 2012  
Statutory framework for the EYFS  
The Management of Health and Safety at Work Regulations 1992,  
The Management of Health and Safety at Work Regulations 1999  
The Control of Substances Hazardous to Health Regulations 2002,  
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)  
2013  
The Health and Safety (Display Screen Equipment) Regulations 1992  
The Gas Safety (Installation and Use) Regulations 1998  
The Regulatory Reform (Fire Safety) Order 2005  
The Work at Height Regulations 2005



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

The Governing Body and Executive Headteacher of Farncombe CofE Infant School:

- i. Recognise and accept our responsibilities to provide, as far as is reasonably practicable, a safe and healthy working environment, ensuring the welfare of all employees, pupils, visitors, and any other persons who may be affected by our work activities.
- ii. Act in accordance with the general health and safety policy of Surrey County Council.
- iii. Recognise that good wellbeing is integral to our organisational and business performance and is significantly improved by reducing injuries and ill health, protecting the environment and reducing unnecessary losses and liabilities.
- iv. Adopt and promote safe working practices and high standards. The most effective approach to preventing occupational ill health, injury and loss is by systematic identification and control of risk. We will strive to improve our performance in reducing and controlling the risks we face. We will meet both common law and statutory health and safety duties.
- v. 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 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.
- vi. 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.
- vii. Require all staff to actively support the school's responsibilities by working with due regard to the safety of themselves and others. We expect a similar approach from contractors, partners and volunteers, and from other visitors who use our facilities or visit premises.
- viii. 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.

[Insert signature & Date]

[Insert signature & Date]

**Helen Gregory, Chair of Governors**

**Amanda Pedder, Executive Headteacher**



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## **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.

### **1. The Employer**

Surrey County Council as the employer in Community and Voluntary Controlled schools has a statutory duty in respect of health and safety 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.

### **2. The governing body**

Strategic responsibility for health and safety lies with the governing body of the school either as the employer of school staff, or because it controls school premises (or both). The role of the governing body is to ensure clarity of vision, ethos, and strategic direction. It 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.

The governing body will specifically:

- i. 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
- ii. 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.
- iii. 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.
- iv. 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.
- v. Facilitate any necessary review of the school's health and safety policy and procedure as may become apparent through the strategies above.
- vi. 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; ensuring adequate provision is made for maintenance of the school premises and equipment.
- vii. Tackle risk aversion, helping to provide a wider sense of perspective and helping the school to get the balance right on managing risk.

### **3. Executive Headteacher**



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As the senior manager for the premises, and of all on- and off-site school related activities, the Executive 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:

- i. The contents of this policy are brought to the attention of all relevant persons.
- ii. A process for risk assessments is applied within the school.
- iii. Appropriate control measures are implemented.
- iv. Assessments are monitored and reviewed as necessary.
- v. There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- vi. Appropriate staffing levels for safe supervision are in place.
- vii. An adequate schedule for inspection, maintenance and statutory assessments is in place to ensure a place of work in a safe condition and a safe working environment, in line with DfE's Good Estate Management in Schools, which 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
  - Trees
  - Curriculum specific e.g. gymnasium and fume cupboards
- viii. 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 and asbestos management training (as the Responsible Person)
  - 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
- ix. 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.
- x. Adequate and easily retrievable health and safety training records are available and up to date.
- xi. 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.
- xii. A termly health and safety report is provided to governors.
- xiii. The school cooperates and participates in Surrey County Council's health and safety monitoring arrangements.
- xiv. An Educational Visits Coordinator (EVC) is appointed and trained accordingly.
- xv. Contractors (including catering, cleaning, and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- xvi. Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents, and timely review and sign-off of reports.



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- xvii. Emergency/fire arrangements are formulated and reviewed as necessary and tested at least termly.
- xviii. 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.
- xix. A school health and safety committee is established in accordance with the school policy.
- xx. 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.

#### **4. Head of School**

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

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

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

- i. Effective and appropriate supervision of the pupils that they are supervising.
- ii. That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- iii. They are familiar with the school's health and safety policy and any arrangements specific to their own department.
- iv. That emergency procedures in respect of fire, emergency evacuation, emergency lockdown and security, and first aid are carried out.
- v. 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.
- vi. 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.
- vii. They report any defective equipment to the relevant person, such as the site supervisor/caretaker of the premises team.
- viii. All accidents and incidents are reported, including near misses, and the correct reporting procedure is followed.

#### **6. Premises Manager**

The Premises Manager is responsible to the School Business Manager and will ensure:

- i. The removal from service of any item of furniture, apparatus, or equipment which has been identified as unsafe
- ii. That any identified hazard is appropriately removed, isolated, or contained as necessary to prevent danger.
- iii. That periodic health and safety site 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.
- iv. That persons they supervise only undertake work for which they are competent.
- v. 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.



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- vi. That all staff work in accordance with safe working practices issued by the school and the Council.
- vii. 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.
- viii. That all contractors view the school's Asbestos Management Plan and Asbestos Register prior to commencing works that may involve working in areas with the potential of disturbing asbestos and that the arrangements set out in the Asbestos Management Plan are followed, including that no works shall be undertaken on the fabric of the building without an intrusive survey being undertaken.
- ix. Inform all contractors of any known hazards which might affect them whilst at work.
- x. Support the health and safety co-ordinator in undertaking or arranging checks, inspections, statutory assessments, and examinations in accordance with the DfE's [Good Estate Management in Schools](#) by suitably competent persons and ensuring that records are kept locally.

## **7. Premises Manager/Health and Safety Coordinator**

The Executive Headteacher has appointed or nominated two health and safety coordinators, the Premises Manager and the School Business Manager. They carry out specific functions which include:

- i. Having an overview of the school's health and safety policy and arrangements, bringing amendments to the attention of the Headteacher where necessary.
- ii. Overseeing and supporting the school's risk assessment/risk management process and advising the Headteacher of any deficiencies.
- iii. Ensuring all inspections, statutory assessments, and examinations including for management of asbestos and legionella, are carried out in accordance with the DfE's [Good Estate Management in Schools](#) by suitably competent persons and that records are kept locally.
- iv. Ensure that all staff and all contractors on site follow the school's arrangements for managing asbestos set out in the Asbestos Management Plan, including that no works shall be undertaken on the fabric of the building without an intrusive survey being undertaken.
- v. Carrying out, with the Headteacher and others as appropriate, the school's accident and incident recording, reporting, and investigation arrangements.
- vi. Arranging termly evacuation drills and weekly fire alarm tests etc.
- vii. 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.
- viii. Arranging for the repair, replacement, or removal of any item of furniture or equipment which has been identified as unsafe.
- ix. Coordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- x. Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- xi. 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.
- xii. 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.
- xiii. 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.

## **8. 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.





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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:

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

## 9. 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:

- i. To investigate potential hazards, dangerous occurrences and examine the causes of accidents and near misses in the workplace.
- ii. To investigate complaints by any employee they represent relating to that employee's health, safety, or welfare at work.
- iii. To make representations to the Headteacher on matters affecting the health, safety, and welfare of employees.
- iv. 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: **TO BE APPOINTED**

Name	Union	Area Covered

Alternative consultation arrangements:

Name of Employee Representative:	
Contact details:	



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## 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. 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.

### 10. Accident and near miss reporting, recording and investigation

The Executive Headteacher or the responsible person will ensure all accidents and incidents are recorded as soon as reasonably practicable. Minor accidents are recorded in the appropriate local logbook, located in the School Office. Moderate and more serious accidents and incidents are reported on the 'OSHENS' online reporting system ([surreycc.oshens.com](http://surreycc.oshens.com)) including:

- Accidents that cause injury, ill health or damage to anyone in school except minor injuries (for example grazes) which are recorded locally.
- Violence, verbal abuse, or threats, including if a person has been physically assaulted, incidents of verbal abuse where it has a significant impact on them or their mental health, or where they felt threatened.
- Near Miss events that could have potentially resulted in a moderate or above injury, as reporting provides valuable insights to help prevent future incidents.
- Specified Dangerous Occurrences – HSE definitions cover certain incidents with a high potential to cause death or serious injury.]

All accidents and incidents are investigated, and the 'Initial Review' is completed within 7 days. Any report that meets the threshold for further reporting to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) will be duly reported in the statutory timeframe. The Executive Headteacher or Head of School (in her absence) will contact the [SRM team](#) for support and advice in the first instance. Guidance including HSE's [EDIS1](#) is followed and is available in Health and Safety Resources on [Surrey Education Services Hub](#).]

### 11. Asbestos

The School's written Asbestos Management Plan (AMP) sets out its arrangements for managing asbestos and is reviewed annually or upon any significant change. The employer is the designated 'Duty Holder' and the Responsible Person and their Deputy named in the AMP have been delegated to assist with the management of asbestos. The school's AMP contains the following information:

- The Asbestos Register
- The Asbestos location drawings showing the location of known Asbestos Containing Materials (ACMs)
- Site Asbestos Management Arrangements
- Emergency Procedures
- Site Asbestos Record

The AMP covers arrangements for safely managing any works by internal staff or external contractors, the re-inspection of known ACMs by a competent asbestos surveyor at least every 12 months, information and instruction to staff. Asbestos management training is provided for Responsible Persons and their Deputies and asbestos awareness training is provided to staff in a role liable to disturb asbestos.



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## **12. Contractors**

There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site and building contractors who work on an 'as and when' basis.

For all contractors working on-site, the school must consider whether or not a DBS clearance is necessary, giving consideration to the Safeguarding and Vulnerable Groups Act 2006. The Head of School will make sure that appropriate safeguarding checks have been carried out in line with KCSIE 2024 and the schools safeguarding policy.

### **a) Service Contractors**

Service contractors have regular access to site as specified by a contract. Such contractors' visits can vary from an annual visit, e.g., to service boilers, check fire extinguishers etc, to those on site daily, e.g. cleaning staff. The service contract will specify what work is expected of them and what they can expect from the school. Their personnel will follow their own safe systems of work, but their working methods must take into account how they will impact upon staff, pupils and other visitors on site.

The school will provide details of its H&S arrangements to the contractors where relevant and where necessary; contractors will be consulted over emergency arrangements.

### **b) Building Contractors**

These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodelling a room or building a new block. All contractors are expected to undertake a reasonable risk assessment of their activities to ensure that they do not jeopardise the health of their own employees, staff, pupils or visitors. The extent of this assessment will be proportionate to the scale of the work being undertaken.

Such risk assessments should include consideration of the following hazards:

- Slips/trips/falls as a result of contamination of surfaces
- Persons being hit by falling objects
- Inhalation of smoke/fumes /dust
- Contact with machinery or vehicles.

### **c) Minor Works**

Minor works include day-to-day maintenance work and all work that is not sufficiently significant enough to justify the use of a formal Joint Contracts Tribunal (JCT) contract. Such projects will generally not require a formal pre-start meeting on site.

- All contractors should report to the school office on their arrival and under no circumstances are they to commence work until given approval to do so by the Premises Manager, School Business Manager, or in their absence, the Head of School.
- Before any work is commenced, it is essential that the Premises Manager or Head of School (in their absence) is made aware of:
  - What work is to be undertaken
  - Where the work is to be carried out
  - An indication of the likely timescale
  - What equipment is to be used
  - What services are required



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- Before work begins, the contractors must be advised by the Premises Manager, School Business Manager or Head of School in their absence:
  - Where they can gain access to services
  - The evacuation procedure for the building
  - The location of any asbestos known to be present in the work area.
  - Any precautions necessary in respect of other persons likely to be in the vicinity.
  - Any particular problems with the work, e.g., access may still be required to the area.
  - The contractors must be issued with a visitor's pass in line with the schools Visitors Safeguarding Process and advised that it must be worn at all times whilst on site.
  - The contractors must be advised who to contact on site if they have a problem.

#### **d) Large Scale Building Works:**

This encompasses all work undertaken under a JCT (or equivalent) contract, which will typically involve work where part of the site is completely handed over to the contractor.

Such work will usually come under the requirements of the Construction Design and Management Regulations and the school must exercise the duties of the Client as contained therein.

For all large scale works a pre-start meeting will take place and the School Business Manager or Head of School will attend the meeting. This meeting will identify timescales for work, methodology (e.g. noisy work done when school is unoccupied wherever possible), access requirements, emergency access requirements, etc.

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

The Premises Manager (with appropriate support from senior managers) will complete a COSHH assessment (control substances hazardous to health) for all hazardous substances used on site.

The associated procedures and control measures will be funded and enforced.

The requirement to assess hazardous substances either in use or created by school operations is a requirement of the COSHH Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc and biological hazards.

The use of hazardous substances in school will be kept to a minimum.

Where the use of such substances is necessary, COSHH assessments are undertaken by the relevant department, and summary information is kept where substances are stored/used. If employees have any questions on hazardous substances, they should initially speak to their line manager.

All hazardous and flammable substances (including, for example, fuel for groundskeeping machinery) must be stored in suitable containers in a secure location.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

### **14. 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.



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

Any employee who is classed as a 'user' as defined by the DSE regulations, which lays down specific requirements for workstations incorporating computers etc, must complete a 'user audit' for the workstation where they work. A 'user' is someone who is habitually employed to work on a computer and does so for more than an hour at a time more or less on a daily basis. Such employees are also entitled to a free eye test (which can be arranged in consultation with the onsite finance staff – See relevant Surrey County Council policy). All staff are required to complete display screen equipment training via the partner school IHASCO system.

Particular care should be taken with respect to laptop computers, which are not designed to be used for extended periods but may end up being used this way. If staff are likely to spend extended lengths of time working on the laptop then consideration needs to be given to measures that will reduce the possibility of 'repetitive strain' type injuries. Specifically, it is recommended that a separate keyboard and monitor are used, which can be obtained from the ICT technicians.

## **16. Electrical equipment**

Fire risk assessments are undertaken regularly in line with Health & Safety legislation (currently fire risk assessments are completed bi-annually).

The school routinely (on a 5 yearly basis) tests fixed electrical installations in line with the electricity at work regulations.

Portable electrical equipment is to be visually checked by staff before use (i.e. check equipment and plug undamaged and that wires are not worn or loose entering equipment or plug and if any defects are noted the item is to be put out of use). In addition, portable electrical equipment is subject to annual testing in line with guidance on the checking of electrical equipment supplemented by local experience.

Consideration should be given to the safe use of equipment, regardless of its condition. For example, procedures must be in place throughout the school to ensure that hot equipment is turned off when not supervised. All staff are responsible for ensuring that equipment used by them is being operated safely and should contact the H&S Coordinator if they believe that additional training is necessary.

## **17. Emergency procedures**

Please refer to the school's Emergency Plan procedures for details.

## **18. Fire precautions and procedures**

Full details of emergency procedures are included in the School Emergency Plan, which is reviewed and updated annually and details operations for emergencies that happen on or off site

Fire Evacuation Procedures exist to provide more details for staff (including supply staff) with specific pupil management expectations and responsibilities for administrative and premises staff. A map of the school showing fire exits and assembly points is displayed in all classrooms and communal areas and offices as required.

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

The fire alarm is tested weekly, and fire evacuation and Safety drills are carried out termly, arranged by the Head of School and Premises Manager. All fire exits/escape routes and fire doors to be appropriately signed, and kept maintained and free from blockages.



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## **19. First aid**

As required by statute, the school has a separate policy for First Aid and Administering Medicines on site, which detail the school's approach to first aid and administering medicines.

In most circumstances, the administration of medicines is the responsibility of parents and they should be administered at home unless it is essential they are administered during the school day. Parental requests for medicines to be administered can be met providing they are prescribed in their original packaging, and labelled by pharmacy with all the correct details including name, date and dosage. In exceptional circumstances, medication for (e.g.) hay fever and travel sickness can be administered if the medication is in its original packaging.

- All medicines are to be given to school office for safekeeping and appropriate storage/refrigeration and a consent form completed by the parent/guardian.
- Medicine is kept in the school office, if medicine is given to a child during the school day a form is sent home with the parents stating when and how much.
- Long-term prescription medicine is kept in a locked cabinet in the school office and records are kept to ensure that correct dosage is given at the appropriate times, and to enable us to liaise with parents/carers when a new prescription is due.
- Children requiring Epi pens are requested to give the school two, one is kept in the school office and one in the classroom.
- Photographs of pupils with medical conditions/plans/allergies are kept in the medical folder in the office.
- Twelve15 (School Lunch providers) collect food allergy information which is currently managed in conjunction with the school, so that they are aware of any requirement for special diets. Children with food allergies are given a particular lanyard to wear when collecting their lunch for safe identification of children with allergies during service.
- For off-site activities teachers collect medication from the school office as they leave and return when they get back on site.

## **20. Glass, glazing, doors and gates**

All glass in doors and side panels should be safety glass, or fire rated if within a fire door, all replacement glass is to be of safety/fire standard. The premises are inspected on an annual basis to ensure compliance. All glass in doors, side panels and windows is safety glass, and all replacement glass is of safety standard. Finger trapping hazards of doors and gates on school site have been risk assessed and all doors and gates that may present a risk to health and safety of pupils are effectively managed. A routine part of the termly health and safety inspection of the premises includes review of glass status (i.e., chipping, cracking etc) and condition of finger guards and door soft-closing devices.

## **21. Health and safety advice**

Competent health and safety advice is provided to the school via SCC's School's Risk Management team for maintained schools.

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

The school retains a cleaning company, Rochelles, who provide daily and also termly deep cleaning of the premises. All school staff are also reminded to keep classrooms and communal areas clean and clear of trip hazards.

The Premises Manager is responsible for ensuring the site is kept rubbish free, and that bins are collected and emptied regularly, including waste refuse and sanitary bins.

Sharp and glass object waste should be carefully wrapped and disposed of appropriately.



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During inclement weather, the Premises Manager is responsible for ensuring the internal areas are dry and not slippery. During snow, the Site Manager is responsible for gritting and clearing the site, and risk managing the premises for the safety of the public.

## **23. Infection control**

Advice will be sought from the Environment Agency and the Health Protection Service in the event of an outbreak of an infectious illness.

The trust follow national guidance published by Public Health England (PHE) when responding to infection control issues.

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

The school will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

### **a) Handwashing**

Wash hands with liquid soap and warm water (ideally for 20 seconds), and dry with paper towels or hand driers.

Always wash hands after using the toilet, before eating or handling food, and after handling animals. Cover all cuts and abrasions with waterproof dressings.

### **b) Coughing and sneezing**

Cover mouth and nose with a tissue, or sneeze into material (e.g. inner elbow).

Throw tissue in the bin.

Wash hands after using or disposing of tissues.

Spitting is discouraged.

### **c) Personal protective equipment**

Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing).

Wear goggles if there is a risk of splashing to the face.

Use the correct personal protective equipment when handling cleaning chemicals.

### **d) Cleaning of the environment**

Clean the environment, including toys and equipment where relevant, frequently and thoroughly

### **e) Cleaning of blood and body fluid spillages**

Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment

When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

Make spillage kits available for blood spills.

### **f) Laundry**

Wash laundry in a separate dedicated facility.

Wash soiled linen separately and at the hottest wash the fabric will tolerate.





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Wear personal protective clothing when handling soiled linen.  
Bag children's soiled clothing to be sent home, never rinse by hand.

**g) Clinical waste**

Always segregate domestic and clinical waste, in accordance with local policy.

Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins.

Remove clinical waste with a registered waste contractor.

Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

**h) Animals**

Wash hands before and after handling any animals.

Keep animals' living quarters clean and away from food areas.

Dispose of animal waste regularly, and keep litter boxes away from pupils.

Supervise pupils when playing with animals.

Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet.

**i) Pupils vulnerable to infection**

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These pupils are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. Advise these pupils to have additional immunisations, for example for pneumococcal and influenza.

**j) Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by Public Health England, as identified in the document weblink:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

## **24. Jewellery**

This is covered within the pupil code of conduct policy.

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

The school regularly hires out its facilities to community groups in order to generate funds for the school, and to support the local community, as set out within the School Lettings Policy.

All hirers will be met at the start of their hire (or, in the cases of regular hirers, at the start of their first session as a minimum) and given an induction briefing. This will include matters such as the location of fire exits and exit routes, which areas may be accessed by the group, and any known hazards in these areas. While the school is responsible for ensuring that rooms and facilities are safe and well maintained, the hirer is responsible for ensuring that their activities comply with Health and Safety regulations, and for undertaking any necessary risk assessments.

All hirers will be issued with a copy of the school Child and Safeguarding Protection Policy, and is responsible for ensuring that their letting complies with safeguarding requirements. The school is





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aware that this does not necessarily mean that all adults using the site will have Disclosure and Barring Service (DBS) checks - for example, a letting targeted at an adult audience may not be required to undertake such checks. Therefore, the school will not usually schedule lettings at times when pupils are in school, and where such lettings are scheduled, consideration will be given to measures necessary to manage risk (e.g. ensuring the DBS checks are in place for all adults present).

## **26. Lone working**

All staff will be given a copy of the Lone Working Policy as part of their induction process which details the school's approach to members of staff who may be required, or choose to work alone or in isolated situations. To summarise:

- Staff must inform someone else when working alone at the school or when visiting families at home, preferably another member of staff or someone they live with who has access to the contact number of another key holder. This information should include the approximate time that they expect to be leaving, and a contact for them while they are at the school site.
- Staff working alone should not undertake activities with a heightened degree of risk (e.g. use of stepladders) and should keep a mobile phone with them at all times.
- Personal security care should be taken when leaving premises.
- The lone worker will ensure that they are medically fit to work alone.

## **27. Long term evacuation plan**

Please refer to the school's Emergency Plan for details.

### *Maintenance of equipment, including PPE*

Tools, plant and equipment should be kept well maintained, and serviced where necessary according to a reasonable service schedule. Records of tool maintenance and servicing should be kept.

Tools and plant should only be operated by staff who are appropriately trained and confident in their ability to safely operate the item in question. Staff should not use equipment if they have concerns over the safety of the item or their ability to use it – in these circumstances, they should contact their line manager or the H&S Coordinator for further advice.

Personal protective equipment should be used in line with the manufacturer's recommendation.

## **28. Management of medicines**

As required by statute, the school has a separate policy for First Aid and Administering Medicines on site, which detail the school's approach to first aid and administering medicines.

In most circumstances, the administration of medicines is the responsibility of parents and they should be administered at home unless it is essential they are administered during the school day. Parental requests for medicines to be administered can be met providing they are prescribed in their original packaging, and labelled by pharmacy with all the correct details including name, date and dosage. In exceptional circumstances, medication for (e.g.) hay fever and travel sickness can be administered if the medication is in its original packaging.

- All medicines are to be given to school office for safekeeping and appropriate storage/refrigeration and a consent form completed by the parent/guardian.
- Medicine is kept in the school office, if medicine is given to a child during the school day a form is sent home with the parents stating when and how much.
- Long-term prescription medicine is kept in a locked cabinet in the school office and records are kept to ensure that correct dosage is given at the appropriate times, and to enable us to liaise with parents/carers when a new prescription is due.
- Children requiring Epi pens are requested to give the school two, one is kept in the school office and one in the classroom.



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- Photographs of pupils with medical conditions/plans/allergies are kept in the medical folder in the office.
- Aspens (School Lunch providers) collect food allergy information which is currently managed in conjunction with the school, so that they are aware of any requirement for special diets. Children with food allergies are given a particular lanyard to wear when collecting their lunch for safe identification of children with allergies during service.
- For off-site activities teachers collect medication from the school office as they leave and return when they get back on site.

## **29. Manual handling**

The relevant line manager will assess all manual handling operations (lifting loads, lowering loads, pushing, pulling, carrying, etc). Wherever possible, manual handling operations will be eliminated.

If this is not possible then suitable arrangements will be made to reduce the risk of injury as a result of a manual handling operation (for example, training, and the use of assistive equipment).

The Site Manager will arrange for the provision of manual handling equipment where necessary and will arrange for appropriate training of personnel involved in manual handling operations.

## **30. Playground safety**

During break times, there will be an appropriate number of staff on duty in the playground. Teaching Assistants are first aid trained and carry first aid kits with them on the playground to deal with minor accidents.

Pupils will be shown how to use any play equipment safely.

The Premises Manager will inspect the playground and outdoor play equipment daily for any maintenance problems. In the Premises Manager's absence on Fridays, the Head of School will complete this inspection.

## **31. Risk assessments**

The Executive Headteacher is responsible for ensuring risk assessments are undertaken by competent persons, reviewed annually, upon any significant change, or after an incident; and necessary actions carried out. Staff are expected to risk assess every educational visit before commencement and upload the assessment on the Evolve system. Competent advice is available from SCC's School's Risk Management team [srm.hands@surreycc.gov.uk](mailto:srm.hands@surreycc.gov.uk)

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

Where appropriate, the school has a separate Educational Visits Policy, which details the school's approach to managing risk on such visits. Staff organising residential trips are required to enter the details of the trip into the 'Evolve' system, where they are reviewed and approved by the Educational Visits Coordinator and the Headteacher. Any off-site or on-site (i.e. activities led by external providers) involving pupils (apart from routine sports fixtures) are considered to be an Educational Visit.

## **33. Smoking**

Smoking and vaping are prohibited on the school site.

## **34. Staff health and safety training**

All new staff are required to complete health and safety training before commencing work, and existing staff are required to keep their training up to date. Health and Safety training involves reading this policy, and completing IHASCO training via our partner school for Display Screen Equipment, Fire



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Awareness, Lone Working, Working at Height and Manual Handling. All staff are expected to have read and understood the Staff Code of Conduct and the school Emergency Plan.

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

The school buys into Team Prevent, an Occupational Health service which provides pre-employment health checks and assessment of employee health on a referral basis. The school also buys into the Surrey Employee Assistance Programme, which provides pastoral, financial and legal help and advice for staff.

The Governing Body are mindful of the workload affecting school staff. The school have a flexible working and special leave policy in place. Starting the conversation about stress and mental health is an important first step, school utilises HSE's guide for Education settings [Talking Toolkit: Preventing work-related stress in schools](#) to aid simple, practical conversations with staff to help prevent stress. The Executive Headteacher actively promotes 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.

### **36. Swimming pools**

Not applicable.

#### *Vehicles on site and use of vehicles*

Vehicles are permitted into the school car-park but in no other areas onsite during the school day.

The options for transporting pupils off-site are:

#### **a) Use of employee's vehicles**

Employees can transport pupils/equipment in their own cars or drive to other venues during the working day only when accompanied by another employee of the School. Only in an emergency situation and if directed by the Headteacher can an employee transport a pupil/pupils without being accompanied by another employee of the school.

The age, height and weight of a pupil must be considered when determining the requirements for using car seats when transporting pupils.

The school has taken out an insurance policy which covers employees who use their own cars for business purposes.

#### **b) Use of Professional Transport**

The vehicle and driver are hired in as a service from a reputable source. This is the usual practice for school trips.

#### **c) Parents' Transport**

If needing to use this option the parent(s)/guardian(s) of the pupils are advised of the venue and time of activity and that their son(s)/daughter(s)/ward(s) are required to be there at that time. These arrangements, and any associated lift sharing, are entirely the responsibility of the parents.

### **37. Violence/school security**

The Head of School is responsible for managing access and security on the school site.

The site is arranged such that there is clear separation between areas of the site that are accessible to the public (i.e. the entrance area) and those accessible to the pupils. All visitors are required to pass through a named reception area in order to access the secure areas of the site, and are required to sign in, wear a visitor's badge, and to be escorted as necessary in line with the Schools Safeguarding Policy and Visitors Safeguarding Process. The school site is appropriately fenced so as to prevent pupils or visitors moving from one area of the site to the other unless permitted to do so.



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During collection and drop-off, including for breakfast club and after school club the site is, by necessity, open to parents. Parents/carers meet their children in a designated location, and the pupil is released to the parents using a process that is appropriate to the age of the children. Arrangements will be in place to ensure that pupils are not collected by anyone other than the parent or carer unless prior arrangement has been made with the school.

The Governing Body believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Executive Headteacher immediately. This applies to violence from pupils, visitors, or other staff.

### **38. Water management (Legionella)**

To comply with legislation surrounding water management as detailed in the COSHH Regulations and Approved Code of Practice L8, a Legionella Risk Assessment is undertaken by an external specialist periodically, and when significant changes have occurred to the water system and/or building footprint; a written scheme of control sets out how the risks are properly managed and controlled.

The Premises Manager will ensure that an assessment of the risk of exposure to legionella bacteria within the site has been undertaken and is reviewed appropriately.

The school will undertake reasonable measures to minimise the risk of exposure to legionella, which may be a combination of remedial plumbing works (where defects are identified) and management activities (e.g. water temperature monitoring, periodic testing of water quality).

### **39. Working at height**

Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach when standing on the floor and any work where access equipment is needed, e.g., step ladder, ladders, scaffolds.

Many employees will therefore undertake an element of work at height and the following measures should be taken:

#### **a) Regular Operations**

Regular operations (e.g. the use of stepladders) may be undertaken by staff provided that:

- Consideration is given to safety
- The activity is not rushed
- Another member of staff is present to provide support, and to assist in the event of an accident
- Staff avoid operations that significantly aggravate risk (e.g. use of heavy tools, stretching to reach items out of reach etc)

#### **b) Specialist Operations**

These are where specific high level access equipment is to be used and where additional information will be required. This may include use of access scaffolding and specialist ladders, and will usually require the support of a specialist contractor.