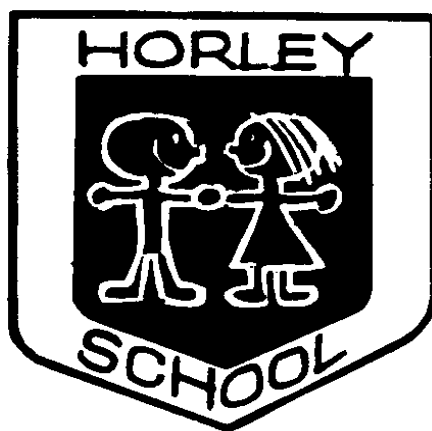


HORLEY INFANT SCHOOL



Health, Safety, Welfare And Arrangements (including School Security)

Initially Approved On:

Spring 2009

Reviewed On:

Summer 2023

Staff Link:

Shazia Anjum

Next Review Date:

Summer 2024

Policy Status					
Statutory	Non-Statutory (Work Programme)	Non-Statutory	Annual Review	Bi-annual Review	Triennial Review
✓			✓		

FGB Review (statutory/work programme policies only):

Resources

Link Governor (statutory/work programme policies only):

Richard Rogerson

THIS POLICY IS BASED ON A TEMPLATE FROM STRICTLY EDUCATION 4S

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Health, Safety and Welfare Policy

Horley Infant School

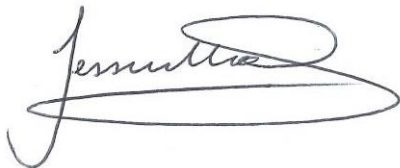
Part 1:

Statement of general policy on health, safety, and welfare

The Governing Body and Headteacher of Horley 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.

15th June 2023



Jessica Hawley, Chair of Governors

15th June 2023



Jason Walters, 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 Premises 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 Resources meetings and receive a termly feedback from the Link Governor including:
 - Progress of the health and safety targets in the Premises Development Plan.
 - 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
 - Water features and safety around ponds
 - First aid/medical facility and equipment
 - Premises staff equipment
 - Curriculum specific e.g., gymnasium
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.

The Headteacher may delegate functions to other staff (e.g., a health and safety coordinator, the School Business Manager), 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. Senior Leaders 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.

Premises manager

The premises manager 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

Alternative consultation arrangements:

<u>Name of Employee Representative:</u>	
<u>Contact details:</u>	

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

Accidents and Injuries are reported through the online portal for Surrey County Council to the HSE through Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). A form is completed online with details of the injury or accident and this must be reported within 15 days. We currently only need to report an accident or injury to an employee or pupil where an ambulance is called to School or where the employee or pupil is taken to hospital following an injury sustained in School. The Headteacher, with support of the administrative team, then has to review the report online which will either close the reported injury or accident or notify if a further investigation is required under the HSE. Staff work related incidents are recorded informally in paper form and retained on their record file. Pupil and staff incidents which require hospital treatment are then recorded on RIDDOR within 15 days.

2. Asbestos

The School Business Manager is responsible for the Asbestos Survey Record, location of survey, arrangements to ensure contractors and others such as site supervisors etc. have sight of survey prior to starting any work on the premises, instruction to staff not to drill or affix anything to walls without first obtaining approval from Admin Officer and checking survey, how staff should report damage to asbestos materials, emergency plan in case of asbestos disturbance.

3. Contractors

Contractors are selected through "Best Value" processes, companies carry out their own health and safety assessments and agree safe working practices. Meetings are held to ensure these practices are followed through. The School Business Manager is responsible for monitoring contractors working methods

4. Control of safe handling and use of hazardous substances

The contract cleaning company, advise on and ensure compliance with the rules on selection and use of substances, hazard data sheets, CLEAPSS Haz-cards location, risk assessments, staff training in safe use, selection and use of protective equipment, storage arrangements, staff health surveillance, use of mechanical controls.

5. Curriculum safety

Written risk assessments and visits are made before any excursion. If there are changes to the site since the previous risk assessment or a key member of staff on the trip is unfamiliar with the site, then a visit prior to the excursion must be in place. This information is kept in the school office and forms the basis of the leaflet prepared for parents who accompany the children on a school trip.

The P.E Subject Leader is aware of the AFPE document "Safe Practice in Physical Education and School Sport" and keeps the document centrally in the staffroom as a record. The P.E. Subject Leader is responsible for ensuring schemes / staff / peripatetic staff for PE apply the information within this document within curriculum learning.

<https://horley.surrey.sch.uk/wp-content/uploads/2020/01/Physical-Education-Policy-2020-2023.pdf>

The Sunrise/Sunset clubs carry out regular risk assessments of their working environment e.g. hall/outside area/classroom.

Reception children and staff regularly assess the safety of their environment with designated “safety checks”

6. Display screen equipment

Staff who make significant use of VDU's, report defects in workstation to the IT Technician. Health concerns and advice on maximum time to be spent on VDU without break and arrangements for eyesight testing can be obtained from the School Business Manager.

7. Electrical equipment

Regular visual inspections by users, and rolling annual inspection through examination by the Premises Manager who maintains the record of inspection. Any personal portable items brought into school [which are not brand new] must be checked and labelled. The LEA co-ordinate the examination of fixed installation, defective equipment is reported to the LEA and the school.

8. Emergency procedures

In accordance with the school emergency plan the school will revert to their emergency procedures for bomb threats, evacuations, and other emergencies. Arrangements for dealing with bomb alerts/ suspect packages in accordance with the school's emergency planning arrangements. Arrangements for ensuring the bomb alert procedures are undertaken and implemented, guidance on bombs/suspicious devices or packages will be circulated to staff annually. Arrangements for implementing a sensible and proportionate response to any external or internal incident, such as armed intrusion, chemical spillages, and air pollution for example, which has the potential to pose a threat to the safety and wellbeing of pupils, staff members and visitors

9. Fire precautions and procedures

The Headteacher is responsible for undertaking and reviewing the fire risk assessment frequency and arrangement of drills.

The School Business manager, alongside the premises management team, is responsible for undertaking and reviewing procedures to be followed, staff with special responsibilities (e.g. fire marshals), 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, testing of emergency lighting.

10. First aid

Names and locations of trained appointed first aid staff are kept in the main office. A first aid cabinet is kept by the staff room and a locked first aid cabinet is kept in the front office.

The Senior Mid-day Supervisor is responsible for checking and restocking the main cabinet and the box which is taken out at playtime and lunchtime.

During COVID restrictions, the School Business Manager alongside the Administrative Team and Home-School Link Worker will take overall responsibility of ensuring first aid supplies are adequate and suitable for individual bubbles and ensure staff members (including the premises management team) are aware of the location of resources to refill stocks.

If needed, the Administrative Team or available member of school staff would telephone for an ambulance.

The Home School Link Worker, or other designated members of staff, may accompany children to hospital.

It is the school's aim that all school staff who work directly with children will be paediatric first aid trained. In the event of staff who start mid-year or before the training schedule, first aid will be delegated to other qualified first aiders.

This is to be read in conjunction with the school first aid policy

<https://horley.surrey.sch.uk/wp-content/uploads/2022/02/First-Aid-Policy-2022.docx.pdf>

11. Glass and glazing

All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard, assessment of premises to establish compliance.

12. Health and safety advice

The school can obtain competent health and safety advice from

Kenneth Holdsworth Health & Safety Adviser kenneth.holdsworth@strictlyeducation4s.co.uk 0800 073 4444 Option 7

13. Housekeeping, cleaning, and waste disposal

The premises are kept clean to minimise accumulation of rubbish and signs are displayed when wet floor cleaning to minimise risks of slips. The disposal of glass and other sharp objects is completed by ensuring they are well wrapped. The arrangements for snow shifting are organised by the caretaker/premises team. Dustbins are secured to the school railings to prevent movement towards the building and to reduce the arson risk

14. Infection control (COVID-19)

The school's management will undertake a specific risk assessment in accordance with combined PHE/DfE guidance and bring the significant findings of the Risk Assessment to the attention of all staff.

The Headteacher/SLT will monitor as necessary to ensure that any and all suitable and sufficient control measures as prescribed by PHE/DfE and outlined within the school's Risk Assessment remain in place and are properly adhered to within the school environment.

All staff are required to make infection control a key priority and to act at all times in a way that is compliant with safe, modern and effective infection control practice as explained by the school's own specific risk assessment, and any advice and guidance issued by and within the school for the purposes of infection control.

All staff within the school have a responsibility to monitor and ensure pupils under their supervision adhere to the rules and procedures put in place to protect the whole school community from the spread of infection.

15. Jewellery

Pupils are not permitted to wear earrings and plastic space saver studs are available from the main office for families who are worried about recent piercings closing up. Analogue watches are permitted so long as they are inoffensive and the purpose is to support the learning of telling the time on an analogue clock face. Other jewellery is not allowed and regular reminders are sent to parents through newsletters as well as the school's induction pack.

16. Lettings/shared use of premises

(<https://horley.surrey.sch.uk/wp-content/uploads/2022/01/Lettings-Policy-Spring-2022-2025.pdf>)

Health and safety information and policies, restrictions on use of equipment, restrictions on accessible areas, staffing requirements, first aid provision, telephone provision, fire and emergency arrangements, standard operating procedures, agreeing responsibilities at school fetes and other fund raising events, emergency lighting, public entertainment license information are all to be advised by the School Business Manager and delegated to the Administrative Team if/when required

17. Lone working

Staff working alone in the building must always ensure the building is locked and that they have access to a telephone. It is essential they have advised someone of their whereabouts (staff/family members).

18. Long term evacuation plan

Details of our Emergency Plan are held in a separate file in the main office, in the grab bags held in the main office and at Bobtails Preschool in the school grounds. Key members of staff also hold details of the plan in both paper and electronic format. Pupils and staff to evacuate to the Regent's Hall, telephone (01293) 772240.

19. Maintenance of equipment

Equipment is inspected in line with LEA guidance including details of what equipment requires periodic inspection, examination, testing. PE equipment, fire alarm and smoke detection, emergency lighting, fire extinguishers. Annual checks are arranged by the School Business Manager who keeps a file of examination reports.

20. Management of medicines

Parental requests for medicines to be administered, special staff training requirements, storage arrangements, recording administration, the location of the folder entitled "Pupils' Health and the Administration of Medicines" is in the main office.

21. Manual handling

All teaching/support staff have "Positive Touch" training updated regularly. There are arrangements and training for staff who need to restrain, not lift pupils (MAPA training).

Activities involving lifting/handling are risk assessed to minimise manual handling and support tools used where possible including trolleys and movable platforms – all staff have completed a manual handling course (Spring 22)

22. Personal Protective Equipment (PPE)

Arrangements have been made for PPE to be provided for basic first aid including disposable gloves and aprons. In light of the COVID-19 pandemic, additional PPE has been sourced in line with the school's Risk Assessment and will continue to be provided free of charge to staff if it is essential within the Risk Assessment which is reflective of the Central Government guidelines. Other additional PPE which falls outside of the Risk Assessment/statutory measures may be self-provided by school staff in consultation with the Headteacher.

23. Playground safety

The school grounds are checked at least termly by the School Business Manager in reference to the termly Health & Safety Report and Premises Development Plan. Play equipment is inspected and maintained annually by the LA Gym Maintenance team and SC Slatter.

Any features which cause health and safety concerns are reported to the Caretaker/Headteacher immediately. The premises management team has a maintenance/job book to record these health and safety incidents.

The person leading/responsible co-ordinator carries out weekly risk assessments before any outside activities take place within the designated area.

School playtimes and lunchtimes are supervised by at least three members of the school staff. An additional member of staff is available for first aid cover.

In the case of an emergency/critical incident outside of the school building, the pulsating bell will indicate

the lockdown procedure when everyone must enter the building quickly and quietly and all doors locked until advised by the Senior Leadership team.

24. Risk assessments

The Headteacher is responsible for ensuring Risk Assessments are undertaken and periodic reviews of Risk Assessment's but may delegate this responsibility under the following criteria:

- Year Group Leaders: School excursions and curriculum specific Risk Assessments
- Curriculum Leaders: Subject specific Risk Assessments
- School Business Manager: Special/personalised Risk Assessments such as for staff who are pregnant or who have health problems
- Other DSLs: DBS Risk Assessment for school staff or volunteers

25. School trips/ off-site activities

The requirements when planning a school excursion, who to obtain approval from, when to seek approval from County Council, emergency arrangements, parental authorisation, supervision requirements, first aid provision, name of school's Educational Visits Co-ordinator can all be found within a separate file in the main office. Those leading trips are expected to consult this file before planning/booking excursions.

26. Site security/ visitors

The school openly welcomes visitors to the school (see appendix 1) and are signposted to the main entrance in Lumley Road. All visitors sign-in and are advised of Safeguarding/Fire Safety procedures. Identification is checked of visitors new to the school. All visitors are given either a visitor / volunteer / contractor lanyard.

The doors are opened using a PAXTON door entry system. Each member of staff who is on the payroll is allocated an ID badge with a door entry card on the reverse. This includes school staff, premises cleaners, Chair of Governors and officers from the Friends committee. Door entry cards and ID badges are retained once a member of staff resigns.

The gates to the school site are locked at 9:10am by the premises manager. Bobtails staff open and lock the gates (Albert Road) when parents and children leave the preschool site at lunch time.

Sunset staff lock the gates at 4.15pm.

Emergency procedures e.g. fire evacuation/lockdown procedures are practiced termly, the times of evacuation are recorded and reported to the governors.

All school staff are expected to be aware of evacuation and lockdown procedures. Notices are displayed at each exit.

In the event of a bomb threat telephone call, there is guidance next to every telephone to guide the conversation to ascertain as much information as possible.

27. Smoking

We are a non-smoking site. Those wishing to smoke or vape are advised to do so at a distance away from the school's perimeter.

28. Staff consultation

The Governors Resources committee which monitor health and safety occur termly. The terms of reference and minutes of the meeting are available to staff. Any member of staff can raise issues of concern and make suggestions for health and safety improvements through their line manager / Headteacher / School Business Manager.

29. Staff health and safety training

The School Business Manager briefs new staff about Health & Safety arrangements and by whom, establishing minimum health and safety competencies for certain activities, (e.g. use of hazard substances, work at height, use of VDU's) and certain roles (e.g. caretaker, teacher, extended services etc).

30. Staff well-being / stress

School and County arrangements are in place for supporting all staff. We buy into Occupational Health and the Employee Assistance Programme (EAP) who operate a 24 hour confidential telephone advice line which is available 365 days of the year. The school also has a Mental Health First Aider and regularly reflects on the wellbeing of staff throughout Governor monitoring.

31. Vehicles on site

Access for vehicles to pedestrian areas restricted to before and after school or when children are not on the playground (unless they have been briefed before hand and a designated area is marked off as a barrier). Arrangements for vehicles to access pedestrian areas are made directly with the school office, especially as access through the car park will need to be arranged/communicated in advance. Deliveries can be made at the front of the school (Lumley Road) or via the staff car park.

32. Violence/school security

The main entrance is controlled via the Paxton entry system. The doors are only opened by school staff who have seen appropriate ID if a visitor is new/unknown to the school. All visitors sign in and must wear a visitor lanyard within school.

There is a poster within the reception area (Appendix C) reminding all visitors that verbal and physical violence towards staff is not tolerated.

There is a requirement for all staff to report all incidences of verbal and physical violence to the Headteacher

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 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 shower heads and taps etc.

34. Working at height

Restrictions on staff using steps and ladders are in accordance with Local Authority guidance and the [Working From Height 2005 Regulations](#). Rules on using access equipment, arrangements for inspecting and recording checks on access equipment, restrictions on use by pupils and contractors are based on Local Authority guidance. Those using ladders or step ladders must ensure they are familiar with this regulations and guidance prior to their use and liaise with the School Business Manager if further information is required.

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 (add or delete list as applicable to your school):

Manual handling	New and expectant Mothers
Moving and handling	Events
Violence at work	Playground
PE Gymnastics	Pond features
Stress	Site assessment
Adverse weather	Temporary mobility difficulties
Outdoor education and off-site trips and visits	Traffic management
Animals in schools	Young person
Breakfast club	Caretaking duties
Conflict of gym equipment and lighting rig or projector	Working at height
Contractors on site	COVID-19 letting venues
Lone working	Forest school

Appendix 1



We welcome visitors to our school. We will act to ensure it remains a safe place for pupils, staff and all other members of our community.

If you have concerns we will always listen to them and seek to address them. Please be aware, however, that abusive, threatening or violent behaviour will not be tolerated in this school.

Visitors behaving in this way are likely to be removed from the premises and prosecuted.

