

# Ashford CE Primary School



## Health, Safety and Welfare Policy

**Updated Policy: July 2025**

Signed: \_\_\_\_\_ L Bowman \_\_\_\_\_

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Chair of Governors

**Autumn 2025 - Policy checked and current for 2025-2026**

**Next Review: Autumn 2026**

# Health, Safety and Welfare Policy

## Our School Vision

We are a caring Christian community where everyone adopts an “I can” attitude; everyone feels valued, safe and loved by God. We celebrate our God-given individuality, achievements and talents and we aspire, with God’s help, to become the best that we can be. We believe that each one of us has the ability to achieve our highest potential, living and learning in the fullness of God.

I can do all things through Christ who gives me strength.

*Philippians 4v13*

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

**The safety, health and welfare of staff, pupils and visitors at this school is paramount.**

### **The Governing Body and Senior Leadership Team (SLT) of Ashford CE Primary School:**

1. Recognise and accept their responsibilities to provide and maintain a safe and healthy environment, ensuring the welfare of all employees, pupils, and visitors.
2. Require all staff to act in accordance with the school's health and safety policy and procedures.
3. 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.
4. 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.
5. The governing body and SLT 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 and access to 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.
6. 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.
7. The Governing Body 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.
8. In support of the above, the governing body and Headteacher will ensure an adequate process for risk assessments for the school to be carried out and the significant findings shared with all relevant persons and incorporated into the school's health and safety procedures.

Over the course of the last year few years, the school has responded to the huge challenges posed by the Coronavirus pandemic and other significant infections and outbreaks. The school is committed to doing everything we can to support our staff and pupils during any pandemic or infectious outbreak; this may include but not be limited to, providing dedicated support for remote working or learning, mental health and wellbeing, and guidance, instruction, and training for safe working during the challenging times.

## **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.

- Employer's responsibilities.
- The Governing Body as the employer has a statutory duty in respect of health and safety in the school to ensure that premises are safe and people are healthy.
- 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). 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.

1. The governing body will specifically:

- Include health and safety targets in the school development plan.

Targets may include:

- Provision of facility for health and safety purposes.
- Reductions in accidents/incidents.
- Training for Governors/staff.
- Revision of policy/procedure.

2. Nominate a health and safety governor as the link between the governing body and the wider school community, who will stay up to date with school health and safety initiatives and inform the governing body accordingly.

3. Be informed and updated of Surrey County Council's health and safety policy and receive advice and support from relevant officers of the council, or advisors acting on their behalf.

4. Ensure that health and safety is an agenda item on full governing body termly meetings and receive a termly health and safety report from the Headteacher currently included in the Headteacher's termly report. This report should include information on:

- Progress of the health and safety targets in the SDP.
- Accident/incident analysis.
- Relevant health and safety information received from the council or its advisors.
- Suggestion on future health and safety initiatives.

5. Facilitate any necessary review of the school's health and safety policy and procedure as may become apparent through the strategies above.

6. The governing body will take all reasonable measures to ensure that:

- The premises and equipment on site are safe and do not put the health or safety of staff, pupils or visitors at risk while they are on the premises.

- They will make adequate provision for maintenance of the school premises and equipment.
- Tackle risk aversion, helping to provide a wider sense of perspective and helping the school to get the balance right on managing risk

## **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 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 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
  - First aid/medical facility and equipment
  - Premises staff equipment
  - Trees
  - Curriculum specific e.g. PE equipment, science and DT
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 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/Positive Touch training

- 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. This is currently provided as a statutory requirement by SCC Risk Management Service.
  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, and timely review and sign-off of reports.
  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.
  19. 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.

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*\*Every school should appoint an Educational Visits Co-ordinator (EVC) to take responsibility for all learning outside the classroom opportunities and to support their colleagues planning and managing off-site visits. The EVC is a key post because it involves shaping high quality provision and ensuring children receive a range of activities to learn in the real-world and experience adventure.*

## **Leaders**

1. SLT and subject leaders in charge of curriculum areas 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 are 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 in their care.
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 class/year group.
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 caretakers.
8. All accidents and incidents are reported, including near misses, and the correct reporting procedure is followed.

### **Caretakers**

The caretakers are responsible to the Headteacher and 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, pupil leaders 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. 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. 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.
9. Inform all contractors of any known hazards which might affect them whilst at work.
10. Support the SBM 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

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

The Headteacher may appoint or nominate a health and safety coordinator (Currently this is the SBM, although some aspects are delegated to the Office Manager or caretakers) 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.
- 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.
- 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.
- 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 the Governing Body 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 SLT 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 SLT 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, the school will do so within three months of the request. At present the Unions have not identified a Health & Safety representative.

Alternative consultation arrangements:

<b><u>Name of Employee Representative:</u></b>	<b><u>Assistant Headteacher</u></b>
<b><u>Contact details:</u></b>	<b><u>Via the School Office</u></b>

### 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

The Office Manager will log an incident and/or report to SCC where applicable or appropriate via the online **OSHENS** system. All accidents are reported in the appropriate logbook located in the medical room or online accident / incident reports are made through OSHENS ([surreycc.oshens.com/Login/Default.aspx](http://surreycc.oshens.com/Login/Default.aspx)) including reporting RIDDOR when required. Guidance is available on the Surrey Education Services website ([surreyeducationservices.surreycc.gov.uk](http://surreyeducationservices.surreycc.gov.uk)). Queries are directed to the SRM team at [srm.hands@surreycc.gov.uk](mailto:srm.hands@surreycc.gov.uk).

Moderate to 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.
- An OSHENS report may also be made where this has been requested by the parent.

#### 2. Asbestos

The Headteacher is responsible for the asbestos survey. Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect asbestos has been disturbed. Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe. A record is kept of the location of asbestos that has been found on the school site: this is kept in the main office. The **asbestos survey/register** is reviewed annually with the Asbestos Management Plan (AMP). The Caretakers are responsible for on-going monitoring of items identified in the register.

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

### 3. Contractors

All contractors are vetted to ensure that they are suitable for the specific role/works and meet all safeguarding requirements. Prior to any major work the school will liaise with LDBS Buildings consultant and check that all safety measures and checks are in place and that the contractor is an appropriate person to carry out the works required. Contractors must provide details of any necessary certification, DBS and be responsible for checking and signing the **Asbestos Register** prior to the start of any works.

Supply and Third party staff are also vetted to ensure that they are suitable for the specific role/works and meet all safeguarding requirements.

### 4. Control of safe handling and use of hazardous substances

Control of substances hazardous to health (COSHH) risk assessments are sought for all products that fall under this category and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary. Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. The minimum amount of hazardous substances are kept in school. These are locked away securely in the cleaning cupboard. The cupboard is kept locked at all times during the school day with access to the key limited to staff only.

### 5. Curriculum safety

All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils. The risk assessments must be made known to all teaching and support staff and reviewed regularly.

### 6. Display screen equipment

The School Business Manager is responsible for ensuring that **DSE assessments** are completed for administrative staff and other staff who regularly use laptops or desktop PCs. Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces. The DSE information is sent to all staff annually as part of the **staff handbook** and staff are asked to review their DSE use and alert the SBM should they need an assessment.

### 7. Electrical equipment

The School Business Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay. This is organised by the LDBS Buildings consultant. The School Business Manager will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive. This is recorded in the online asset register **SETYL** which is managed by the Caretakers. Day-to-day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher. Equipment found to be unserviceable, or of doubtful serviceability shall be taken out of service, labelled correctly, locked away and the defect reported to the Headteacher or School Business Manager who will arrange for repair or replacement. All staff must be familiar with school procedures and report any problems to the School Business Manager. Staff are reminded that they must not bring electrical equipment into school without the permission of the Headteacher.

## **8. Emergency procedures**

Details of emergency procedures are set out in the school's **Emergency Plan**. This includes 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 which has the potential to pose a threat to the safety and wellbeing of pupils, staff members and visitors. Evacuation routes and maps are also available in the plan.

## **9. Fire precautions and procedures**

The Headteacher is responsible for ensuring:

- That a Fire Risk Assessment is completed and reviewed annually.
- That the school emergency plan and evacuation procedures are regularly reviewed.
- The provision of fire awareness training to all staff.
- That an emergency fire drill is undertaken every term.
- The preparation of specific evacuation arrangements for staff and/or pupils with special needs.

The School Business Manager is responsible for ensuring:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the firefighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work.

All staff must be familiar with the school emergency plan and evacuation procedures. The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher (or SLT member in their absence) is informed immediately and that where appropriate the emergency services are summoned. They will liaise with the emergency services when they arrive and take advice from them. The duties/deputies for each action during a fire have been set out in the Fire Risk Assessment.

## **10. First aid**

School staff are expected to take reasonable action as responsible adults, to deal with injuries or illnesses that children sustain until the child can, if necessary, receive professional medical treatment.

All staff receive regular first aid training and some specially trained paediatric training; as a result first aiders are always available on site during the school day. First aid and medical treatment is available in the medical room and each classroom (red bag). All first-aiders will hold a valid certificate of competence, including Paediatric first aid, approved by the Health and Safety Executive. First aid certificates are only valid for three years. Therefore, the Headteacher will ensure that appropriate records are kept regarding training of first-aiders. First Aid training is usually organised for a school inset day to ensure that all staff can attend and also to ensure a consistent approach.

Disposable gloves should always be used when dealing with blood and then placed in the medical bin. All blood injuries should be treated using appropriate first aid materials which are stored in the first aid box in the medical room. Paper towels should not be used for blood injuries. Full details of our First Aid procedures are contained in the **Supporting Children with Medical Conditions and First Aid Policy**. Children's medication is held in the Medical Room or in the class red medical bag. Teachers are responsible for taking their class red medical bags and ensuring that the correct medicine for their class is with them whenever the class is off-site or moves out of the class i.e. to the Hall. Lunch-time support staff have the responsibility of dealing with minor accidents at lunchtimes.

#### **11. Glass and glazing**

The Caretakers are responsible for regular checks of the school glazing. For any questions about the school's glazing refer to the **glazing risk assessment** available in the business office.

#### **12. Health and safety advice**

Competent health and safety advice is available from SCC's Strategic Risk Management team. Health and safety resources and guidance are available to download from the Health and Safety area on Surrey Education Services website. The school subscribes to the DFE RPA and has access to advice from Willis Towers Watson.

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

The Caretakers are responsible for the cleanliness and hygiene of the school including grounds. They will monitor the weather and make recommendations to the Headteacher/ School Business Manager about access to the school site during adverse weather including ice and snow.

#### **14. Infection control including Pandemics**

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

#### **15. Jewellery**

Small studs earrings are permitted. Other earrings are a hazard to safety in school. School policy requires all jewellery, including studs, to be removed for PE and Games. Pupils should not wear earrings on days when PE or Games are scheduled.

Watches and Medic-Alert bracelets are the only jewellery other than stud earring's permitted in school. Watches must be taken off during PE and Games. The school accepts no liability for loss or damage to any of these items.

No cosmetics or hair products should be worn by pupils during school hours. This includes make-up, nail varnish and products and both hair dyes and gel. Hair which is long enough to be tied back must be tied back or clipped back.

## 16. Lettings/shared use of premises

The Headteacher/ is responsible for ensuring that any use of the premises outside school hours is managed in accordance with this policy and **Lettings Policy**. The School Business Manager is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment. All letting will be invoiced using the School invoice FIN566 that includes Term & Conditions including the duty under the Counter Terrorism and Security Act 2015 as outlined below:

### 22. Counter Terrorism and Security Act 2015

*(a) The hirer acknowledges that Surrey County Council ("the Council"/Governing Body) has a duty under the Counter-Terrorism and Security Act 2015 ("CTSA") to have due regard to the requirement to prevent people from being drawn into terrorism.*

*(b) The hirer shall facilitate the Governing Body's/Council's compliance with its duty pursuant to the CTSA and the statutory guidance issued under section 29 of the CTSA and in particular the hirer shall ensure that:-*

*(i) the premises (and each and every part of them) do not provide a platform for extremism;*

*(ii) the premises (and each and every part of them) are not used to disseminate extremist views*

*(c) The Governing Body/ Council reserves the right to revoke without notice any contract for the hire of the premises if it identifies or suspects that the hirer may use (or be using) the premises contrary to this clause*

In addition, the hirer, in any request for letting, must comply with the school's safeguarding, DBS and Childcare Disqualification Requirements. Also see **Safeguarding Children Policy**. Concerns related to safeguarding arising in a letting may be reported to the LADO.

## 17. Lone working

Lone workers can be defined as anyone who works by themselves without close or direct supervision. Facilities and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times. Any member of staff working after hours must notify the Headteacher or appointed designate of their location and intended time of departure. Lone workers should not undertake any activities which present a significant risk of injury. Staff who regularly work alone (e.g. Caretaker working after school shift) should complete a risk assessment with the School Business Manager.

## 18. Long term evacuation plan

Details of evacuation procedures are contained in the **School Emergency Plan**.

## 19. Maintenance of equipment

The Caretaker is responsible for monitoring equipment that requires periodic inspection. This includes the maintenance equipment such as steps and ladders. The PE equipment is serviced annually by qualified experts via an SLA with SCC.

## 20. Management of medicines

All medication should be stored safely in the Medical Room or class red medical bag, heat sensitive medicines are to be kept in a lockable box in the fridge by the Medical Room. All medication must be recorded when taken on the appropriate forms in the red bag or Medical Room. Staff must notify the Senior Leadership Team if they believe a pupil to be carrying any unauthorised medicines/drugs.

## **21. Manual handling**

The Headteacher will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible. No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Caretaker for assistance. Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment. Pupils assisting with the set-up of equipment such as chairs in the hall should be supervised by a caretaker or another member of staff. Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques. Support staff working with pupils who can become dysregulated will be training on the use of positive touch.

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

Where the need for PPE has been identified in Risk Assessments, it is the School Business Manager's responsibility to ensure adequate supplies of suitable PPE. Basic PPE can be found in the medical room including: gloves, face masks, aprons and sanitiser. Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health. Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action. PPE must be kept clean and stored in appointed areas. Staff must report any lost or damaged PPE to the Headteacher.

## **23. Playground safety**

Pupil/staff ratio for playground safety is set out in the **Playground Risk Assessment** and reviewed annually, and includes instructions to staff, emergency procedures, maintenance of features and/or play equipment, and inspections of grounds (including enclosures, barriers, and ground boundaries).

## **24. Risk assessments**

The Headteacher is responsible for ensuring that potential hazards are identified and that risk assessments are completed for all significant risks in the school. The Headteacher is responsible for undertaking general risk assessments with the exception of the curriculum areas. Curriculum Leaders will undertake risk assessments for their specialist areas. The School Business Manager or Caretaker will undertake risk assessments for maintenance and cleaning. The Headteacher will ensure that risk assessments are completed by all staff who organise and lead school visits. These must be handed to the EVC/Headteacher at least two weeks prior to the trip.

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

This is covered in the **Trips & Visits Policy**.

## **26. Site security / visitors**

The Headteacher is responsible for the security of the school site and delegate certain duties to the Caretakers. These includes undertaking regular checks of the boundary walls/fences, entrance points, outbuildings and external lighting. The Headteacher will be satisfied that arrangements are in place for the security of the site during after school use and lettings. The numbers on security pads will be changed when it is felt to be necessary and these changes notified to appropriate staff or contractors. Staff are reminded that these numbers should not be divulged to any pupil or parent. Staff must query any visitor on the school premises who is not wearing a visitor badge/id and escort them back to reception. If an intruder becomes aggressive staff should seek immediate assistance. Meetings with parents that have the potential to escalate or where the parent may become verbally abusive or threatening should only be held in accessible area of the school where assistance is available. The Headteacher should be notified in advance of these meetings where possible. Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Headteacher. **A notice outlining the expectation of behaviour from visitors**

will be displayed in the reception area of the school office. Staff lanyards have been introduced and staff will be expected to wear these at all times during the school day. Any lost lanyard (which will also operate the security doors) must be reported to the SBM immediately.

## **27. Smoking**

Smoking (including e-cigarettes) is not permitted anywhere on the school site. This includes in vehicles parked on the site. If staff choose to smoke, they must leave the site during agreed breaks, notifying the office, and be a reasonable distance from the school premises.

## **28. Staff consultation**

At the first Inset day of the year, staff receive a safeguarding update. This includes any H&S information that needs to be addressed. At this meeting staff are informed about health and safety issues, instructed how to raise concerns, and encouraged to make suggestions for health and safety improvements. Termly reminders are made to the staff to ensure safeguarding and health & safety remains a key focus for all staff.

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

The Headteacher is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training. All new staff will receive specific information and training as part of the school induction process. All staff will receive fire awareness training on an annual basis. Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

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

The school Governors and Headteacher are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Appropriate involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties where possible.
- Individual support, mentoring and referral to outside agencies where appropriate.

Also refer to the **Mental Health & Wellbeing Policy** available on the website.

## **31. Vehicles on site**

No vehicles are permitted onto the playground during school hours except under the direction of the Caretaker/School Business Manager. Parking on site is limited. Staff should avoid double parking. Any parking which obstructs the evacuation gate is strictly prohibited. See Vehicle and Pedestrian Policy.

### **32. Violence/school security**

We 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/Headteacher immediately. This applies to violence from pupils, visitors or other staff. Incidents involving pupils should be recorded on CPOMs.

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

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 completed by the Caretaker e.g., monthly temperature checks, weekly flushing of outlets and emergency eye washes, cleaning and descaling of taps etc.

### **34. Working at height**

The School Business Manager is responsible for the purchase and maintenance of all ladders in the school as recommended by the caretakers. Caretakers will undertake regular safety checks. All ladders conform to BS/EN standards as appropriate. The School Business Manager is also responsible for completing risk assessments for all working at height tasks in the school. Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor. If hanging decorations or displays are required then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is not permitted. Staff must not work at height when alone. When planning to use a step ladder the Caretaker will ensure this is erected properly. An assistant to hold the ladder steady and pass required materials should always be utilised. Knees should be no higher than the top platform of the ladder and staff should never overreach when working from a ladder. One hand should always be kept free on the ladder to enable staff to steady themselves. Caretakers have completed "working at height" training. Staff must take responsibility for following the working at height requirements.

## **Appendix A: Pandemic**

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 a pandemic.

Likewise, and as above, new guidance by UK Health Security Agency and the Health and Safety Executive will be adhered to and staff informed of changes.

## **Appendix B: Risk assessments and guidance**

Link Policies and documents are identified through this policy. These are available on the website or on the StaffShare. Premises compliance documents are held in the Business Office.

This policy has been updated and takes account of Surrey latest Surrey guidance – SRM template policy v.2 August 2024.