

# Health & Safety Policy

<b>Approved by: The Trust Board</b>	<b>Date: 27<sup>th</sup> March 2023</b>
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<b>Next review due by: March 2024</b>	

## INTRODUCTION

As the employer of staff, Greensand Multi-Academy Trust (the Trust) has overall responsibility for the health, safety and welfare of staff and students in its schools. The Trust recognises that decisions about workplace Health and Safety should take account of the views and priorities of the workforce as well as the management. When workers are actively engaged in Health and Safety, the end result is fewer accidents and less ill health.

The Trust will support its schools in putting in place clear policies which focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective.

In order to fulfil its monitoring role and to initiate and review Health and Safety Policies and Procedures, the Trust's Finance, Audit & Risk Committee (the FARC) will have delegated responsibility for monitoring. This will operate under the terms of the Safety Representatives and Safety Committees Regulations 1977. The FARC will monitor Health & Safety termly.

Although overall accountability for health and safety lies with the Trust, day-to-day responsibility for the health and safety of staff and students in individual schools is delegated to the Headteacher, who, in turn, will delegate particular functions to other staff, in particular the School Business Manager (SBM).

The local School Committees within the Trust are not the employers of staff, but play an important role in ensuring strategic direction and will work in close partnership with the Headteacher and Senior Management Team of the school and relevant staff of the Trust to support good health and safety management.

The schools within Greensand Multi-Academy Trust are:

Dovers Green Infant School  
Holmesdale Community Infant School  
Milton Mount Primary School  
Reigate School  
St John's Primary School  
Wray Common Primary School

<b>Approved by:</b>	<b>Date:</b>
<b>The Trust Board</b>	<b>27<sup>th</sup> March 2023</b>

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# HEALTH, SAFETY & WELFARE POLICY

## Greensand Multi-Academy Trust

### Holmesdale Community Infant School and Nursery

- Part 1: Statement of General Policy on Health, Safety and Welfare
- Part 2: Organisation and Responsibilities for Health, Safety and Welfare
- Part 3: Arrangements and Procedures for Health, Safety and Welfare

To comply with the Health and Safety at Work etc. Act 1974, Section 3:

*(3) ...it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.*

Holmesdale Community Infant School is an Academy and part of the Greensand Multi-Academy Trust ("the Trust"). The Trust is supported by Surrey County Council Risk Management Team as its strategic Health & Safety partner.

#### LEGISLATION

This Policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings;
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees;
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training;
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health;
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health

and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept;

- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test;
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register;
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff;
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height;

The school follows [National Guidance published by Public Health England](#) when responding to infection control issues.

This Policy complies with the Trust's Funding Agreement and Articles of Association.

## **PART 1**

### **STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE**

The School Committee & Headteacher of Holmesdale Community Infant School:

1. Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors;
2. Require all managers in the school community to act in accordance with the Trust's Health, Safety & Welfare Policy and procedures, and require the same of persons that they supervise and take responsibility for;
3. The Trust and Headteacher will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure compliance with all relevant Health & Safety legislation, and will, so far as is reasonably practicable ensure:
  - a) A school/workplace in a safe condition;
  - b) The safe use, handling, storage and transport of articles and substances;
  - c) A safe working environment for all staff;
  - d) Safe systems of work without risk to health;
  - e) Safe plant and equipment;
  - f) Safe access and egress to all areas of the school for staff, children and visitors;
  - g) Adequate facilities and arrangements for welfare are provided;
  - h) The safety of articles and substances for use at work and in school;
  - i) Effective information, instruction, training and supervision to keep all staff, children and visitors safe is readily available;
  - j) A positive health and safety culture is promoted through communication and consultation with employees and their representatives;
  - k) The safety of visiting contractors, members of the public and authorised visitors.
4. In support of the above, the Trust, School Committee & Headteacher will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for the significant findings to be properly incorporated into the school's Health & Safety procedures.

**Greg Scott**  
**Chair of School Committee**

**Sharon Mullarkey**  
**Headteacher**

## **PART 2**

### **ORGANISATION AND RESPONSIBILITIES FOR HEALTH, SAFETY AND WELFARE**

The following Health & Safety organisational structure and roles and responsibilities are approved by the Trustees with operational arrangements delegated to the School Committee and Headteacher of Holmesdale Community Infant School.

#### **1. The Finance, Audit and Risk Committee (FARC)**

The FARC reviews the Health, Safety & Welfare Policy for all Greensand schools and monitors its successful implementation. The Trust Board approves the Policy on recommendation from the FARC. The Trust as the employer has a statutory duty in respect of health and safety in its member schools and to ensure that premises and people are healthy and safe. The daily responsibility for ensuring the safety of the premises and people is devolved to the Headteacher who is the 'Officer in Charge' of the school. The Headteacher will ensure the overall implementation of this policy for their school.

#### **2. The School Committee (SC)**

The School Committee further ensures that sufficient and appropriate resources are allocated to implement the Health, Safety & Welfare Policy. The School Committee 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 staff/Governors;
- Revision of procedures.

The SC will nominate a Governor as a Health & Safety link between the SC and the wider school community, who will keep up-to-date with school Health & Safety initiatives and inform the SC accordingly.

The SC will be informed and updated of Health & Safety policy, and receive advice and support from relevant Officers in the Trust or advisers acting on Surrey County Council's (SCC) behalf as part of the buy back.

Health & Safety is an agenda item on full School Committee termly meetings, and members will receive a termly Health & Safety Report at this time prepared by the School Business Manager (SBM). This report should include information on:



- Progress of the Health & Safety targets in the SDP;
- Accident/incident analysis;
- Relevant Health & Safety information received from the Department for Education (DfE), SCC (through Buybacks) or through the Trust's Central Team;
- Suggestions on future Health & Safety initiatives.

The SC must take all reasonable measures to ensure that:

1. The premises and equipment on site are safe and do not put the health or safety of staff, children or visitors at risk while they are on the premises.
2. They will make adequate provision for the maintenance of the school premises and equipment.

### **3. 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 & Safety. The Headteacher will advise Governors and the Trust Central Team of any Health & Safety issues where their support or intervention, either via system or finance is necessary and appropriate in order to effect the requirements of this Policy. In particular, the Headteacher will ensure that:

- The contents of this Policy are brought to the attention of all relevant persons.
- A process for risk assessments is applied within the school.
- All appropriate areas/activities are covered (as per the "core" Risk Assessment schedule attached, together with any risks identified as specific to the school);
- Appropriate control measures are implemented;
- Assessments are monitored and reviewed as necessary.
- There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- Appropriate staffing levels for safe supervision are in place.

The Headteacher will ensure that 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;
- 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;
- The Caretaker equipment;
- Curriculum specific e.g. gymnasia, fume cupboards and DT equipment.

The Trust's Central Team will periodically check that these inspections have been commissioned and that remedial action has been taken. Schools will record inspections on the EVERY system.

An adequate needs analysis of Health & 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 and SBM health and safety awareness;
- Health & safety induction training (all new and temporary staff) including agency;
- Emergency/Fire Training for the whole school community;
- First Aid;
- Risk Assessment;
- Health & Safety coordinator;
- Manual handling;
- Working at heights; and
- Any further specific Health & Safety training identified by the training needs analysis as being necessary and appropriate will also be considered and carried out.

In addition, the school will ensure that:

- adequate and easily retrievable health and safety training records are available and up to date.
- Through the Trust, it secures and maintains an arrangement for obtaining competent Health & Safety advice as required by the management of Health & Safety at Work Regulations 1999.
- Arrangements are in place for termly evacuation drills and weekly fire alarm tests etc.
- A termly Health & Safety Report is provided to Governors by the SBM and Link Governor for Health & Safety.
- The school cooperates and participates with any Trust and DfE monitoring requirements.
- A school's Educational Visits Co-ordinator is appointed and trained accordingly.

- Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- The fire risk assessment is updated every 12-18 months and/or whenever significant changes or building works might affect the means of escape.
- An appropriate deputy is suitably instructed to take day-to-day responsibility for Health & Safety in the absence of the Headteacher.

The Headteacher is the responsible person as required by Regulatory Reform (Fire Safety) Order 2005. The Headteacher may delegate functions to other or single members of staff (e.g. a Health & Safety Co-ordinator) who may be tasked with the Health & 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. School Business Manager**

The SBM will assume the above responsibilities in the absence of the Headteacher.

#### **5. Line Managers**

Managers in charge of Curriculum Areas/Departments/Staff are responsible to the Headteacher for ensuring the application of this Policy within the individual areas that they control. In particular, 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 risk 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 & Safety inspections are carried out within their areas of responsibility within a timescale agreed with the SBM, and a report to the Headteacher is provided where necessary;

The Health & 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;

Newly transferred and temporary staff receive appropriate Health & Safety induction training;

First aid provision is adequate;

Children are given relevant Health & Safety information and instruction.

## **6. Teaching Staff (including supply)**

Teaching staff are responsible for the health & safety of all children under their control and in particular must ensure:

Effective and appropriate supervision of the children that they are supervising;

That appropriate safety instructions are given to all children prior to commencing practical sessions;

That they are familiar with the Trust's Health, Safety & Welfare Policy and any arrangements specific to their own school and department;

That emergency procedures in respect of fire, emergency evacuation, emergency lockdown and security, and first aid are carried out;

Where relevant, that all personal protective equipment is suitable and in good condition prior to issue and removed from use if found to be defective. PPE (Personal Protective Equipment) must be properly looked after and stored when not in use, e.g. in a dry, clean cupboard. If it is re-usable, it must be cleaned and kept in good condition;

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 compliance with safety legislation;

That they report any defective equipment to the relevant person, such as the site supervisor/Caretaker of the premises team;

All accidents and incidents are reported, including near misses and the correct reporting procedure is followed.

## **7. The Caretaker**

The Premises Team is responsible to the Headteacher and SBM, and in particular will ensure:

The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;

That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger;

That periodic Health & Safety inspections are carried out at a timescale agreed by the Headteacher and SBM, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. Termly inspections will be undertaken with the SBM, Link Governor for Health & Safety and the Trust Finance and Operations Director (FOD) or Trust Estate Manager;

That persons they supervise only undertake work for which they are competent;

That any PPE issued to staff is suitable for the task and that training is provided in the correct use of the equipment;

That all staff work in accordance with safe working practices issued by the Trust, the school and any outside safety agencies, for example CLEAPS for Science, DT and Art;

Ensure that all contractors on site are aware of the emergency evacuation procedures and have sight of the school Health & Safety Policy as appropriate to their work;

Ensure that all contractors view the asbestos register prior to commencing works that may involve working in areas with the potential of disturbing asbestos;

Inform contractors of any known hazards which might affect them at work.

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

The Headteacher may appoint or nominate a Health & Safety Co-ordinator to carry out Health & Safety functions and maintain an overview of the Health & Safety organisation & management of the school, and report to the Headteacher accordingly. Specific functions of the Health & Safety Co-ordinator may include:

Having an overview of the school's Health & Safety arrangements, bringing amendments to the attention of the Headteacher where necessary;

Overseeing & 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, FOD, Trust Estate Manager and Governors of any defect in the state of repair of the building or its surrounds 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;

Co-ordinating 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 & 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.

## **9. All Employees (including temporary & 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 & Safety responsibilities. In particular, all employees must:

Participate in the school's risk assessment process and comply with findings;

Report any defects in the condition of the premises or equipment of which they become aware;

Report all accidents/incidents in accordance with the school's procedure;

Be familiar with the procedure to be followed in the event of a fire/emergency;

Make use, where relevant, of PPE provided for safety or health reasons;

To follow all relevant codes of safe working practice and local rules;

To report any unsafe working practices to their Line Manager.

## **10. Safety Representatives**

Health and Safety at work law provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. The School Committee/Headteacher should be notified in writing of an appointment, using the form in Appendix A. 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 the school set up a health and safety committee, the school must do so within three months of the request.

## **11. Health and Safety Committee**

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

Where a school has established a staff Health and Safety Committee, the following is applicable.

The school has established a staff Health and Safety Committee which meets termly. The main purpose of the Committee is to consult with staff on health and safety issues and agree health and safety procedure. Minutes of the Health and Safety Committee are copied to Governors for their termly SC meetings. Membership of the Health and Safety Committee includes:

- Governor representative: Jonathan Salisbury

- Health and safety coordinator Alice Catling
- Site supervisor Glen Jarvis

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

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



## **PART 3**

### **ARRANGEMENTS AND PROCEDURES FOR HEALTH, SAFETY AND WELFARE**

The following procedures and arrangements relate to local procedures and relevant documents in place that are used in the management of health and safety within schools 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 referred to under the relevant section.

#### **1. Access Control/Security**

The internal doors to the school are closed throughout the school day and entry is by code for staff and via the receptionist for visitors. All visitors must sign in and a visitor's badge is issued. Yellow lanyards indicate that visitors have valid DBS clearance and may be allowed to move freely around the school. White lanyards indicate that visitors need accompanying around the building.

The Caretaker ensure that external gates, with exception to the entrance gates, are closed throughout the school day.

Staff are encouraged to challenge any person on site who does not have visible identification.

#### **2. Accident and near miss Reporting, Recording & Investigation**

Following an accident in school or on a school trip, an injury form is completed by the person supervising the activity or by another adult witness. Forms are available from School Office and are returned to School Office for input onto the Injury Reporting System. All staff accidents are reported.

For more serious accidents, details are entered onto the OSHENS system which will then report to Surrey County Council Risk Management and the Finance and Operations Director. The FOD will report accidents to RIDDOR when appropriate.

A Trust flowchart is provided to schools to advise of reporting requirements.

#### **3. Asbestos**

Asbestos surveys are arranged by the SBM or Caretaker. The school's asbestos register is kept in paper form in the School Business Manager's Office. The school does not have any known asbestos on site. If asbestos is discovered, the area must be sealed off and further advice sought in line the Asbestos Management plan. The Caretaker is aware to take specific care when drilling etc. in the older parts of the building. Staff are briefed on the hazards of asbestos,

the location of any asbestos in the school and the action to take if they suspect asbestos has been disturbed. Contractors will be advised that if they discover material they suspect is asbestos, they will stop work immediately until the area is declared safe.

#### **4. Contractors**

The school may use contractors for many purposes. Some contractors have been known to the school for a long period of time and their practices are acceptable to the school. Where outside contractors are employed, incidents and concerns are discussed with the contractor on site.

For larger projects, parties will exchange health & safety information, agree safe working arrangements, risk assessments, frequency of liaison meetings, name of person monitoring and how staff should report concerns.

The school will follow the procedures provided by the Trust for contractor vetting.

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

Rules on selection and use of substances within the school are in accordance with the guidance given in "Be Safe" from the HSE; in the CLEAPSS booklet LP5 "Safe Use of Household and Other Chemicals". Hazard data sheets and risk assessments are completed for any hazardous substance kept on site. Staff are trained in use if required and the school provides protective equipment, such as gloves, aprons. Hazardous substances are stored in locked dry cupboards.

A list of hazardous substances is held in the COSHH File in the Caretaker's cupboard. Where cleaning products come with a COSHH notice, the contents of the advice is reviewed by the Caretaker and a copy is also provided to the School Business Manager for First Aid purposes. COSHH assessments are reviewed on an annual basis or when work activity changes, whichever is soonest. Detail where cleaning solutions are stored e.g., secure stores and who has access

The external cleaning company are responsible for monitoring and maintain their own COSHH register.

#### **6. Curriculum Safety**

All teaching staff should 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. Staff required to teach certain activities will refer to any health and safety publications adopted by the school which staff must be familiar with e.g., the Association for Physical Education document "Safe Practice in Physical Education, School Sport and Physical Activity": [www.afpe.org.uk](http://www.afpe.org.uk)

#### **7. Electrical Equipment (Fixed & Portable)**

Fixed electrical inspections are undertaken every five years. The inspection is carried out by RMK Portable Appliance Testing is undertaken annually and a record of testing is retained. Not all items require testing and a list of items is made available to the contractors. In between visits, the Caretaker has the equipment and knowledge to deal with small scale testing. Defects are dealt with through repair or replacement. Staff members report any faulty equipment to the Trust Estates Manager or School Business Manager who will then decide whether it is an issue for the Caretaker or whether a contractor is required.

## **8. Management of Medicines**

Parents complete a Medication Request Form which is submitted to a member of the office team. If the medicine is prescribed a member of the office team will complete a Medical Record Form. The medicine is checked according to the label and is stored and administered to the child as prescribed. Medicines and forms are kept in the child's individual folder in a medical cupboard in the school office.

A report of medication such as auto injectors and inhalers, in school is distributed to staff termly and individual teachers are notified should new medicines arrive between reporting.

## **9. Emergency Procedures**

Schools will revert to their emergency procedures for bomb threats, evacuations, and other emergencies. In the case of a bomb alert/ suspected package or internal incident the school will follow the school evacuation procedure and the Headteacher or Duty Manager will call 999. In the case of an external incident which has the potential to pose a threat to the safety and wellbeing of pupils, staff members and visitors to the school will follow its lockdown procedure.

The Emergency Plan is kept in the School Office, Headteacher's, School Business Manager and Deputy's Office and the Central Trust team.

In the case of an emergency, and in accordance with the Trust's Scheme of Delegation, the Headteacher is to deliver immediate action to deal with the emergency in line with the school's emergency planning arrangements and business continuity procedures. Dependent on the circumstances, the Headteacher is to consult with the Trust's and the Chair of the School Committee. The Headteacher is to inform & report to the CEO and FOD & School Committee once the emergency is abated.

In the event of a crisis (such as COVID-19), the Headteacher will consult with the CEO & FOD and Chair of the School Committee. The Trust's Crisis Response Committee will consult and monitor the position and make recommendations to the Trust Board for approval on the Trust-wide approach.

## **10. Fire Precautions & Procedures (and other emergencies)**

The school follows the guidelines set out in The Regulatory Reform (Fire Safety) Order 2005. The SBM is responsible for arranging and reviewing the school Fire

Risk Assessment and action plan, arrangement of termly drills for children and staff, procedures to be followed, staff with special responsibilities e.g. fire marshal etc., assembly points maintenance of fire exits /escape routes, personal emergency evacuation plans (PEEP), maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, testing of break glass points, testing of emergency lighting etc. The fire book containing logs of inspections and fire drills is located in the Caretaker's cupboard and saved on one drive/ Adshare/ Premises/ Inspections/Fire.

The fire risk assessment is undertaken by an external company and general fire, health & safety matters are considered as part of all routine inspections. All rooms in the school have Fire Evacuation notices which give clear direction of what needs to be done if the fire bell rings. Please refer to the Fire Evacuation Routine & Record Book which is located in Caretaker's cupboard for full details concerning fire procedures. All staff receive basic fire training. The Caretaker and School Business Manager receive fire marshal training.

## **11. First Aid**

We have a rolling programme of First Aid training and as a result many members of staff are First Aid Trained (minimum of 20% of all staff). A list is kept in the school of all staff who are First aid trained, and also of those who are trained in paediatric first aid.

The school keeps a register of all trained first aiders, what training they have received and when this is valid until.

Staff are encouraged to renew their first aid training every three years.

All staff are trained on the use of EpiPens on an annual basis.

First aid boxes are located in the office, the classrooms and two first aid points in the playground at break times. The defibrillator is located in the staffroom and the Caretaker is responsible for checking and restocking.

The member of staff that applied the first aid treatment will complete an accident form and give to the child's teacher. In most cases the parent/ carer will be informed by the class teacher at the end of the school day.

If a child requires further medical treatment, they are brought to the school office. One of the office team will contact the parent/carers. In more serious cases the Headteacher or Duty Manager will inform parents and call an ambulance if required and then accompany them to hospital.

## **12. Glass & Glazing**

All glass in doors and side panels should be safety glass, or fire rated if within a fire door. All replacement glass must be safety/fire standard and assessment of premises should take place to establish compliance. Termly health and safety inspections of the premises should include a review of glass status (i.e., chipping, cracking etc.).

If a door or window has a cracked pane, safety film is placed over it until a full repair can be made. In the event of a piece of glass being shattered, the area may need to be boarded up,

### **13. Health and Safety Advice**

The Trust has arranged for Surrey County Council Risk Management to support its schools. The SBM has attended Health & Safety briefings. The Caretaker has attended courses regarding working with ladders/towers. The educational visit co-ordinator has attended a course run by Surrey County Council. The school also benefits from Health & Safety advice through the Risk Protection Arrangement (RPA), its insurers, who run courses and provide information regarding Health & Safety.

### **14. Housekeeping, Cleaning & Waste Disposal**

The Caretaker attempts to keep the site as clean and litter free as possible. Internal & external bins are emptied on a regular basis. In the event of snow, up to a week's supply of grit/salt is kept on site. Snow shovels are available for use. Arrangements are made for regular disposal of food, recyclable and general waste.

### **15. Infection Control (including Coronavirus)**

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

The Headteacher and Senior Leadership Team will monitor as necessary to ensure that 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 that the children under their supervision adhere to the rules and procedures put in place to protect the whole school community from the spread of infection.

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

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 [The UK Health Security Agency](#) and the Health and Safety Executive will be adhered to in relation to PPE, office, or personal hygiene.

## **16. Handling & Lifting**

At present, there are no physically disabled children on site. The Caretaker is aware of the need not to overload himself or barrows when moving goods and supplies.

## **17. Jewellery**

Children are not permitted to wear jewellery to school.

## **18. Lettings/Shared use of Premises**

Lettings are agreed following completion of the school's letting form. For lettings out of school hours, the school provides a telephone contact number in case of emergency.

Hirers of the school premises complete and sign a booking form agreeing to terms and conditions, which include restrictions on use of equipment, restriction on accessible areas, staffing requirements, first aid provision, fire and emergency arrangements and standard operating procedures.

The school is used by the Parent Staff Association and responsibilities are agreed for school fetes and other fundraising events, emergency lighting, public entertainment licenses sought and risk assessments completed for major events when required.

## **19. Lone Working**

There are occasions when the Caretaker is alone in the building. Procedures are in place to prevent high-risk activities taking place during this time.

Where staff are working alone, they should have a contact number of their line manager or an appropriate person. The SBM should be aware that there is a person working alone and at what time. A risk assessment should be made and this should limit any high risk activities. Lone working may include late working, weekend working, site manager duties, site cleaning duties, working in a single occupancy office. Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available. Staff are required to leave the building by 7pm during term time, and 5.30pm during school holidays. Staff should not access the school during the holiday periods without the knowledge or consent of the Headteacher or SBM.

In some instances, agile working is in place. For these activities, a school laptop is provided in good working order and resources will be made available from the workplace. Staff should ensure that a home working space is safe and should approach their line manager if they need to request any additional equipment.

## **20. Long Term Evacuation Plan**

An Emergency Plan is in place. Copies are held by the Senior Leadership Team (SLT), Central Team Office and School Office Grab Bag.

In an emergency staff, children and visitors will be temporarily relocated to St Mark's Church or Brooklands School.

## **21. Maintenance / Inspection of Equipment**

Some plant and equipment requires periodic inspection or examination. The following is a list of current inspections. A list of frequency is available on the EVERY system which is monitored by the Trust and Estates Manager.

- Fire Equipment - WFS annually
- Gym Equipment – Twelve 15 annually
- Emergency Lighting – GKDS Annually
- Extraction System (Kitchen) – PW Industrial Services annually
- Fire alarms - Premises Team weekly & GKDS twice a year
- Boilers - R Frampton twice per year
- Air Conditioning - Crown Air Conditioning
- Lightning Protection - EES
- Security Alarm – Admiral Security
- Fire alarms - Premises Team weekly & GKDS twice a year
- Kitchen Gas safety inspection – Surrey Buy back annually
- Gutter cleaning - Caretaker
- Waste Management - Reigate and Banstead and Veolia recycling weekly
- Drain inspection – Caretaker
- Fixed electrical inspections – GKDS
- Electrical testing PAT – RMK annual
- TMV – R Frampton annually
- Tree Survey – Connick Tree Consultants every three years
- Japanese knotweed – TMGS – annual inspection
- Legionella – Surrey Buy back – every two years
- Pest Control – The Pest Company – every quarter
- Energy certificate – Surrey Buy back - annually

## **22. Manual Handling**

Schools should have appropriate arrangements in place for identifying all activities involving lifting/handling. Risk assessments should identify precautions to minimise manual handling tasks, staff should undertake training in manual handling and there should be guidelines for specific tasks and the use of lifting aids. Separate assessments and training are required for the lifting of pupils. Teachers of these children should receive appropriate training in handling of children as per MAPA techniques. Details of training in manual handling and use of lifting aids are detailed in the staff records. Arrangements for identification of all activities involving lifting/handling, risk assessments to identify precautions to minimise manual handling tasks are detailed in departmental risk assessments.

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

PPE may be used in a number of situations and for particular curriculum activities. PPE should be stored in a safe, secure and clean environment and should be fit for purpose.

## **24. Supervising Social Time**

### Playground safety

The school has a staff/pupil ratio of 1:45 during break time. There are two first aid points manned by first aid trained staff. The grounds are inspected daily by the Caretaker which includes site security i.e. check of fences and ensuring gates are locked, safety of play equipment and removal of litter and animal faeces. Play equipment is inspected annually via Surrey accredited supplier, Twelve15. Staff are trained and aware of emergency procedures during play time.

## **25. Reporting Defects**

All hazards should be reported through the EVERY system or to the Caretaker who will arrange for remedial work to be undertaken.

## **26. Risk Assessments**

The Headteacher is responsible for ensuring risk assessments are undertaken, reviewed and actions carried out, including individual risk assessments for staff.

The School Business Manager is responsible for ensuring Risk Assessments are carried out on pregnant members of staff or staff that have health problems. These are signed by the staff member involved and by the Headteacher. A copy is given to the member of staff and one copy is kept in their personnel file. These are updated every term for health issues.

If a member of staff is absent with stress, a risk assessment will be completed and a referral to Occupational Health will be made. Staff will be offered the counselling service available through the Schools Advisory Service (SAS)



## **27. School Trips/ Off-Site Activities**

Sharon Mullarkey is the Educational Visits Co-ordinator (EVC).

School trips require authorisation from the headteacher. A recce of the proposed visit is carried out and a risk assessment is completed by the trip leader and signed off by the Headteacher.

Parent permissions will be sought where necessary and always prior to trips that involve travel by coach or public transport.

A first aider with an equipped first aid kit is present on all trips. Party leaders and class teachers hold a list of children with medical needs and all necessary medication is held by a staff member for the duration of the trip.

Surrey County Council's Operation Duke procedure will be followed in the event of an emergency. Details of how to implement this procedure is held in the party leader's pack.

The age of the children and nature of the trip will inform appropriate ratios of adults to children. The EVC leader will discuss this with the party leader as part of the risk assessment process.

Off site trips will be uploaded to EVOLVE so that they can be assessed by Surrey County Council's Risk Management Team if required.

## **28. Site Security / Visitors**

The Entrance Gates to the car park are locked or manned at all times. Visitors are to call the school office to gain access.

The school has a clearly signed entrance for visitors. Visitors identify themselves before entering the building via an external buzzer (visible from reception). Visitors sign in at the front desk. Authorised visitors receive lanyards (yellow DBS checked & white not DBS checked). Visitors sign to confirm they have read and understood the safeguarding and emergency evacuation procedures before entering the main school building.

Regular volunteers are given training which includes Health and Safety and evacuation & lock down procedures from the Headteacher at induction sessions.

Visitors from outside agencies are requested to show their identity badges and are always required to wear them whilst on school premises.

All visitors leave through the main entrance and sign out.

The fences and gates are checked daily as part of the Caretaker's morning site inspection. The perimeter gates are locked during the school day. Outdoor areas are staffed when children are present at all times.

## **29. Staff Consultation**

Staff Governors are appointed to the School Committee. Staff are encouraged to communicate Health & Safety issues directly to the SBM or the Premises Team through the Every system.

Termly reminders are made to staff concerning Health & Safety.

## **30. Staff Health & Safety Training and Development**

An induction pack is provided to all new members of staff and this includes the Health & Safety Policy. The SBM discusses Health & Safety issues with support staff at induction. Heads of Department explain Health & Safety issues concerning their department.

The Caretaker is provided with instruction in the use of equipment and all staff in technical subjects receive the required training.

Specialist training may be required concerning Asbestos management and Legionella. A record of staff training is kept by the School office.

## **31. Staff Wellbeing / Stress**

The school uses the Occupational Health (Team Prevent) & Personnel Services of Strictly FourS. There are also counselling, wellbeing and medical benefits available through the staff absence insurance scheme, SAS.

The Trust has a Wellbeing Team with representatives from all member and Associate schools. The Team meets termly to discuss wellbeing initiatives.

## **32. Swimming pools**

Not applicable to Holmesdale.

## **33. Supervision (including out of school learning activity/study support)**

Teachers do not leave children unattended in the classrooms. At break and lunchtimes, a robust system of supervision is in place.

## **34. Use of VDU's / Display Screens**

A leaflet is provided to staff regarding the safe use of VDU/Display screens and an annual questionnaire should be completed by users.

In accordance with Health and Safety (Display Screen Equipment) Regulations, the Trust will pay for regular eyesight tests and single-vision lenses for employees who meet defined criteria and are prescribed glasses for DSE use only.

The Trust is part of a corporate scheme with Specsavers and will provide vouchers for free eye tests where appropriate. Specsavers will also offer specifically prescribed glasses for £49, which the Trust will reimburse. In the event that a staff member could not use this service, the Trust will reimburse the cost of an eye test up to the value of £20.

Staff who wish to use this service or have any queries about the service should contact the Trust's HR Team by email at [centralteamhr@reigate-school.surrey.sch.uk](mailto:centralteamhr@reigate-school.surrey.sch.uk).

Staff who make significant use of Display Screen Equipment (DSE) should report defects in their workstation and report health concerns. Staff are advised to take appropriate breaks from screen usage arrangements for eyesight testing. HSE guidance is followed, and workstation assessments carried out to ensure correct controls are put in place to promote wellbeing, ergonomic work stations, and good working practices.

### **35. Vehicles on Site**

Deliveries are requested outside the main entry and exit times of the children. The Caretaker supervises the exits at the beginning and end of the school day.

The car park is only used by parents of Early Morning Club children before school and are to park in the designated spaces. The car park is only used for staff or school visitors during school hours.

### **36. School Transport – Minibuses**

The Caretaker occasionally borrows Reigate School's minibus. The minibus must only be driven by someone who has passed the competency test arranged through R Mumford, SEMC training or a similar organisation. Before a test is taken, driving licences are checked for any offences that would prevent them from driving the minibuses through Reigate School Finance office.

### **37. Smoking**

The school has a no smoking policy.

### **38. Monitoring the Policy**

The SBM and Trust and Estate Manager carry out termly Health & Safety Inspections with the FOD. The School Committee will receive a Health & Safety Report each term.

### **39. Violence to Staff / School Security**

Visitors identify themselves before entering the building via an external buzzer (visible from reception). All visitors entering the school site must sign in at reception and provide valid identification. All visitors leave through the main entrance and sign out.

If there is an intruder on site, the SLT will ensure that the police are alerted. The school will follow the lock down procedure.

The fences and gates are checked daily as part of the Caretaker's morning site inspection. The gates are locked during the school day. Outdoor areas are staffed when children are present.

All staff are required to report all incidents of verbal and physical violence to the senior leadership team as detailed in the school's accident and incident reporting procedure.

#### **40. Working at Height**

Working at height should be avoided wherever indicated by the risk assessment and wherever a suitable alternative course of action is available. Working at height should never be carried out alone and should always be supervised. Training should be provided for staff using steps and ladders and other work at height duties, as required.

Shelves, notice boards or furniture are to be located at a reasonable height. If a staff member needs assistance to access something at height they are to request help from the Caretaker. Ladders are checked before use. Staff and children are instructed not to climb on tables etc and should use appropriate equipment such as a foot stall.

All other staff have working at height instruction during induction training. If considerable working at height is required, specially trained contractors are used.

#### **41. Work Experience**

Health & Safety inspections of ad hoc work placements are carried out on behalf of the school by a suitably trained or competent person. Checks can be carried out by an external organisation.

#### **42. Water Management (Legionella)**

Schools 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.

**This Policy was approved by the Trust Board on 27<sup>th</sup> March 2023**

**Review date: March 2024**

**Appendix A:** Form for appointment of trade union or staff appointed safety representatives from amongst the employees

To the Headteacher and School Committee:

**Names of trade union appointed safety representatives for Holmesdale Community Infant School and Nursery**

Name	Union	Area Covered

**Alternative consultation arrangements:**

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

## **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

COSHH

Manual handling

Moving and handling

Violence at work

PE Gymnastics

Water safety

Stress

Adverse weather

Ionising and non-ionising radiation

Outdoor education and off-site trips and visits

Animals in schools

Breakfast club

Conflict of gym equipment and lighting rig or projector

Contractors on site

Fireworks

Swimming