



## **Health, Safety and Welfare Policy**

**Autumn 2023**

**Review: Autumn 2024**

The headteacher must keep the policy up to date to show how health and safety is managed within the school environment.

The employer is responsible for health and safety and though tasks may be delegated, the responsibility cannot.

The policy should be reviewed at least annually, or sooner if there is any reason to suspect it is no longer valid.

The employer must provide a health and safety policy. For community and voluntary controlled schools, the employer is Surrey County Council (SCC).

The law regarding health and safety policies:

A written health and safety policy is a statutory requirement where an employer employs five or more people. It must be consulted on with the employees and recognised trade unions.

A robust safety policy demonstrates to staff, pupils, and visitors that the organisation values their health, safety, and welfare.

The allocation of responsibilities and the recording of arrangements to implement the policy encourage a clear approach to the management of health and safety.

### **Part 1: Health and safety policy statement**

#### **Part 2: Organisation and responsibilities:**

- Employer
- Governing body
- Headteacher
- Assistant headteacher
- Managers
- Teaching staff
- Caretaker
- Health and safety Co-ordinator
- All employees
- Safety representative
- Health and safety committee

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2. Asbestos
3. Contractors
4. Control of safe handling and use of hazardous substances
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## **Part 1:**

### **Statement of general policy on health, safety, and welfare**

#### **The local committee and Headteacher of Valley End CofE Infant School:**

1. Recognise and accept their responsibilities to provide and maintain a safe and healthy environment, ensuring the welfare of all employees, students, and visitors.
2. Require all managers in the school community to act in accordance with the school's health and safety policy and procedures and require the same of persons that they supervise and take responsibility for.
3. The local committee and Headteacher will provide as necessary, sufficient policy, procedures, arrangements, and supervision, to ensure compliance with all relevant health and safety legislation, and will so far as is reasonably practicable ensure:
  - The maintenance of safe plant and safe methods of work without risks to health.
  - The safe use, handling, storage and transport of articles and substances
  - Effective information, instruction, training, and supervision to keep all staff, pupils, and visitors safe is readily available.
  - The premises for which they are responsible for have safe access and egress for all staff, pupils, and visitors
  - Adequate facilities and arrangements for welfare are provided
  - A positive health and safety culture is promoted, through communication and consultation with employees and their representatives.
  - The safety of visiting contractors, members of public and authorised visitors
4. In support of the above, the local committee 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.

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

## Part 2:

### Organisation and responsibilities for health, safety, and welfare

The following health and safety organisational structure, and roles and responsibilities are approved by the governing body and Headteacher.

- Employer's responsibilities.
- The Good Shepherd Trust as the employer has a statutory duty in respect of health and safety in community and voluntary controlled schools to ensure that premises and people are healthy and safe.
- The responsibility is devolved to the headteacher who has day to day responsibility for staff, pupils, and others, as 'officer in charge' of the premises.
- The headteacher will ensure the overall implementation of this policy

The local committee:

Oversight of the health and safety of pupils lies with the governing body of the school and approves the health and safety policy of the school and monitors its successful implementation.

- The local committee 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 local committee may:

- 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

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.

2. Be informed and updated of The Good Shepherd Trust's health and safety policy and receive advice and support from relevant officers of the council, or advisors acting on their behalf.

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

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

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

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

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

## Headteacher

- As senior manager for the premises, and of all on and off-site school related activities, the Headteacher is responsible for the day-to-day management of health and safety. They will advise the Council/ local committee of any health and safety issue where their support or intervention, either through system or finance, is necessary and appropriate to affect the requirements of this policy. They will ensure that:
  1. The contents of this policy is brought to the attention of all relevant persons.
  2. A process for risk assessments is applied within the school
  3. Appropriate control measures are implemented,
  4. Assessments are monitored and reviewed as necessary.
  5. There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
  6. Appropriate staffing levels for safe supervision are in place.
  7. An adequate schedule of inspection and maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
    - The fabric of the building
    - Play equipment
    - Fire appliances
    - Boiler/heating systems
    - Portable electrical appliances
    - Water systems
    - Swimming pools, water features and safety around ponds
    - First aid/medical facility and equipment
    - Premises staff equipment
    - Curriculum specific e.g., gymnasium and fume cupboardsFurther areas may be inspected.
  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
    - SBM health and safety awareness
    - Health and safety induction training (all new and temporary staff including agency)
    - Emergency/fire training for the whole school community
    - First aid
    - Risk assessment
    - Health and safety coordinator
    - Manual handling
    - Working at height
    - Areas specific to the caretaker role
  9. Any further specific health and safety training identified by the training needs analysis as being necessary and appropriate will also be considered and carried out.
  10. Adequate and easily retrievable health and safety training records are available and up to date.
  11. The school secures and maintains an arrangement for obtaining competent health and safety advice as required by the Management of Health and Safety at Work Regulations 1999.
  12. A termly health and safety report is provided to governors.
  13. The school cooperates and participates in Surrey County Council's health and safety monitoring arrangements.
  14. An Educational Visits Coordinator (EVC) is appointed and trained accordingly.

15. Contractors including catering, cleaning, and grounds staff and other authorised visitors to the school are appropriately managed and monitored.
16. Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
17. Emergency/fire arrangements are formulated and reviewed as necessary and tested at least termly.
18. The fire risk assessment is reviewed annually and/or whenever significant changes or building work might affect the means of escape.

The Headteacher is the responsible person as required by the Regulatory Reform (Fire Safety) Order 2005.

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

### **Assistant Headteacher**

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

### **Managers**

1. Managers in charge of curriculum areas /staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. Line managers will ensure that:
  - The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
  - All accidents and incidents occurring within their areas are reported, recorded, and investigated in accordance with the school's procedure.
  - All persons they manage or are responsible for, are aware of their specific roles in case of fire emergency.
  - Any equipment/appliance which has been identified as being unsafe is removed from service.
  - Health and safety inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report is provided to them where necessary.
  - The health and safety training needs of staff are identified and the Headteacher informed accordingly.
  - Staff are properly consulted on any matters that may affect their health or safety whilst at work.
  - New transferred and temporary staff, including agency workers, receive appropriate health and safety induction training.
  - First aid provision is adequate.
  - Pupils are given relevant health and safety information and instruction.

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

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

1. Effective and appropriate supervision of the pupils that they are supervising.

2. That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
3. They are familiar with the school's health and safety policy and any arrangements specific to their own department.
4. That emergency procedures in respect of fire, emergency evacuation, emergency lockdown and security and first aid are carried out.
5. Where relevant, that all personal protective equipment (PPE) is suitable and in good condition prior to issue and removed from use if found to be defective. PPE must be properly looked after and stored when not in use, e.g., in a dry, clean cupboard. If it is reusable it must be cleaned and kept in good condition.
6. Where relevant, safety devices such as machinery guards are in good condition, maintained and are used in accordance with good practice, following manufacturer's instructions to allow us to comply with safety legislation.
7. They report any defective equipment to the relevant person, such as the site supervisor/caretaker of the premises team.
8. All accidents and incidents are reported, including near misses, and the correct reporting procedure is followed.

### **Caretaker**

The caretaker is responsible to the Headteacher/School Business Manager and will ensure:

1. The removal from service of any item of furniture, apparatus, or equipment which has been identified as unsafe.
2. That any identified hazard is appropriately removed, isolated, or contained as necessary to prevent danger.
3. That periodic health and safety inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. These inspections may be carried out with others such as governors, health, and safety coordinator etc.
4. That persons they supervise only undertake work for which they are competent.
5. That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
6. That all staff work in accordance with safe working practices issued by the school, and the Council.
7. Ensure that all contractors on site are aware of the emergency evacuation procedures and have sight of the school health and safety policy as appropriate to their work
8. Ensure that all contractors view the asbestos register prior to commencing works that may involve working in areas with the potential of disturbing asbestos.
9. Inform all contractors of any known hazards which might affect them whilst at work.

### **Health and safety co-ordinator**

1. The Headteacher may appoint or nominate a health and safety coordinator to carry out specific functions which may include:
  - Having an overview of the school's health and safety policy and arrangements, bringing amendments to the attention of the Headteacher where necessary.
  - Overseeing and supporting the school's risk assessment/risk management process and advising the Headteacher of any deficiencies.
  - Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
  - Arranging termly evacuation drills and weekly fire alarm tests etc.

- Advising the Headteacher and/or the Local Authority of any defect in the state of repair of the building or its grounds, which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- Arranging for the repair, replacement, or removal of any item of furniture or equipment which has been identified as unsafe.
- Coordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors including catering, cleaning, and grounds staff, visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- Ensuring that all senior managers are kept informed of the names and details of those persons appointed to provide competent health and safety advice.
- Carry out health and safety functions in school and maintain an overview of the health and safety organisation and management of the school, and report to the Headteacher accordingly.

### **All employees including temporary and volunteers**

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their health and safety responsibilities. All employees must:

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

### **Safety representatives**

Health and safety at work law provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. Where the governing body/Headteacher is notified in writing of an appointment, the safety representative shall have the following functions:

1. To investigate potential hazards, dangerous occurrences and examine the causes of accidents and near misses in the workplace.
2. To investigate complaints by any employee they represent relating to that employee's health, safety, or welfare at work.
3. To make representations to the Headteacher on matters affecting the health, safety, and welfare of employees.
4. To carry out workplace health and safety inspections, subject to reasonable notice to their line manager, and present findings to the Headteacher.

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

Names of trade union appointed safety representatives



Name	Union	Area Covered
n/a		

Alternative consultation arrangements:

<b><u>Name of Employee Representative:</u></b>	<b><u>n/a</u></b>
<b><u>Contact details:</u></b>	<b><u>n/a</u></b>

## Health and safety committee

Valley End CofE Infant School has decided that suitable consultation can be achieved in school via existing arrangements, and that a formal staff health and safety committee is not required. The school acknowledges that it is a legal requirement to consult with employees on health and safety issues.

Health and safety is a standing item on all staff meeting agendas. Any immediate Health & Safety concerns which can be dealt with by the caretaker should be brought to his attention using his book in the photocopying cupboard. Anything which the caretaker is not able to resolve will be brought to the attention of the School Business Manager.

Any other Health & Safety issues should be brought to the attention of the following:

Head Teacher: Kate Harper-Cole

Health & Safety Co-ordinator: Jo Wilkins

Caretaker: Bernard Cawson

## **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 staff are responsible for recording any accident or injury in the Accident Report Book. The Headteacher is responsible for monitoring the entries into the Accident Report Book.

If an accident or injury is more serious, the office staff report it on the Surrey County Council on-line incident and accident reporting system. (OSHENS). [surreycc.oshens.com/Login/Default.aspx](https://surreycc.oshens.com/Login/Default.aspx)) including reporting RIDDOR when required. Guidance is available on the Surrey Education Services website ([surreyeducationsservices.surreycc.gov.uk](https://surreyeducationsservices.surreycc.gov.uk)). Queries are directed to the SRM team at [srm.hands@surreycc.gov.uk](mailto:srm.hands@surreycc.gov.uk)]

Once an accident has been logged, it must be reviewed by the Headteacher or the Health and Safety Co-ordinator in order to monitor any health and safety issues

#### **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 school office. The asbestos survey is reviewed annually with the Asbestos Management Plan (AMP). The Headteacher monitors items identified in the register.

#### **3. Contractors**

Contractors liaise directly with the School Business Manager/Health and Safety Co-ordinator in conjunction with the Caretaker.

- Risk assessments are provided by the school and the contractor
- Contractors must have an up to date DBS check or be supervised by a member of staff.
- Contractors take part in an induction meeting with the Headteacher, SBM/Health and Safety Coordinator and Caretaker in order to check risk assessments, DBS checks and discuss any logistics.
- Contractors are chosen through procurement gaining three separate quotes when appropriate.

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

- The selection and use of substances in school is done in accordance with the H&S guidance applicable at the time.
- A full register of hazardous substances is kept in the office and is reviewed termly.
- Hazardous substances are kept in a locked cupboard
- The caretaker is trained in the use of and safety of hazardous substances. Records of training and dates are maintained by the School Business Manager.
- The cleaning staff keep hazardous substances in a locked cupboard and have their own risk assessment in place.

#### **5. Curriculum safety**

All teaching staff will be familiar with the school's health and safety policy, and complete risk assessment's specific to their own curriculum area prior to commencing hazardous activities.

Staff provide written risk assessments before commencing a school trip or visit. This is written and then agreed and monitored by the Educational Visits Coordinator, who is the Headteacher.

#### **6. Display screen equipment**

HSE guidance is followed, and workstation assessments carried out to ensure correct controls are put in place to promote wellbeing, ergonomic workstations, and good working practices for all staff who make significant use of Display Screen Equipment (DSE).

Staff are aware to report defects in their workstation to the Health & Safety Co-ordinator, which will be put out of use until an inspection or repair takes place. Staff are advised on maximum time to be spent on DSE without break and to take regular breaks also on arrangements for eyesight testing.

All equipment is PAT tested annually by a specialised contractor and a record of inspection is maintained.

#### **7. Emergency procedures**

The school will revert to its emergency plan for bomb threats, evacuations, and other emergencies. Detailed procedure and responsibilities are contained within this plan.

Lock down arrangements for responding to any external or internal incident, such as armed intrusion, chemical spillages, and air pollution for example, which has the potential to pose a threat to the safety and wellbeing of pupils, staff members and visitors are also contained in the Emergency Plan. Regular lockdown drills are undertaken.

#### **8. Fire precautions and procedures**

The Headteacher in conjunction with the Health & Safety Coordinator and the Caretaker is responsible for:

- Undertaking and reviewing the school fire risk assessment and action plan
- Arranging and monitoring of drills, setting the frequency thereof, the procedures to be followed, allocating staff with special responsibilities.

- Arranging
  - 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 emergency lighting etc.

The fire book is located in the main school office.

## **9. First aid**

- Key members of staff are trained in Paediatric First Aid to ensure cover in school and on educational visits undertaken by Early Years. This training is repeated every 3 years. All staff have basic first aid training.
- The office staff are responsible for checking and restocking first aid equipment.
- First Aid boxes, wipes, plasters, gloves, children's inhalers and epipens are located in the office area and in each classroom. A First Aid box is also located in shed next to the field and is taken on the field when children are present. A further First Aid box is located in Fox classroom for easy access and use in the playground.
- Teachers take first aid boxes and other medical equipment e.g. asthma equipment, wipes, plasters, gloves, inhalers and epipens on school trips.
- Teachers, teaching assistants or higher level teaching assistants take first aid boxes onto the school field and on school trips.

## **10. Glass and glazing**

- All glass in doors, side panels to is safety glass, or fire rated if within a fire door, all replacement glass to be of safety/fire standard.
- Assessment of premises to establish compliance is done as part of the fire risk assessment.
- Routine part of termly health and safety inspection of the premises includes review of glass status i.e., chipping, cracking etc

## **11. Health and safety advice**

Competent health and safety advice is taken from SCC's Strategic Risk Management team and from buyback from Strictly 4S Education's buyback scheme.

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

- The school premises are thoroughly cleaned each evening
- The school undergoes deep cleaning each term.
- Rubbish is recycled and disposed of daily by the Caretaker, kitchen staff and cleaners
- Food is disposed of safely by the kitchen staff
- Wet floor signs are displayed once floors have been cleaned
- Glass is disposed of safely into recycling bins

- External waste and recycling bins are located in the yard area of the school.
- Bodily fluids, including blood, vomit and excretions are bagged up separately and disposed of hygienically off site. Absorbent crystals are also used to clear up and dispose of vomit.

### **13. Infection control (COVID-19)**

The school follows national guidance published by Public Health England when responding to infection control issues and will encourage staff and pupils to follow this good hygiene practice. Arrangements for managing a range of common and important infections including COVID-19 are implemented with guidance from SCC. The Headteacher is responsible for carrying out and monitoring safe procedures and risk assessments within the school, and communicating to staff, visitors and pupils following guidance changes. Details the procedures in place to minimise spread of infection and arrangements if an outbreak occurs.

### **14. Jewellery**

- Parents are encouraged not to have their child's ears pierced while they are at Valley End school.
- Children with pierced ears should only wear small stud type earrings to school.
- Children are not allowed to wear any other jewellery except for religious reasons.
- Earrings must be removed for all PE activities and staff are unable to assist with this. If a child is wearing earrings before a PE lesson, their parents are asked to come into school to remove the earrings.

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

- Risk assessments from organisations, lettings and the Friends of Valley End (PTA) using the school premises are exchanged with the school.
- Fire procedures are communicated to organisations, lettings and the Friends of Valley End (PTA) using the school premises are exchanged with the school.
- DBS checks from organisations using the school premises are exchanged with the school.
- Copy of liability insurance for all lettings are provided to the school as a condition of hiring.

### **16. Lone working**

- Staff are encouraged not to work alone in the building and all teachers are provided with a laptop to aid working from home when needed.
- If staff do work alone, they are encouraged to make a close relation or friend aware of their whereabouts and of their contact details should an emergency arise. Staff should ensure that all doors are kept locked whilst they are onsite to protect their safety.
- 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.

Further details can be found in the school's security policy.

### **17. Long term evacuation plan**

Detailed procedures can be found in the school's Emergency Plan.

## **18. Maintenance of equipment**

- Valley End school buys back services from Surrey County Council to inspect PE equipment, boilers, extraction systems, fire alarms, and emergency lighting.
- Fire extinguishers are inspected by Walker Fire and Portable Appliance Testing is undertaken annually.
- Ladders and steps are inspected by the caretaker on monthly basis. Records are kept in the office.
- Playground/field equipment is inspected by the caretaker on a weekly basis and by Surrey County Council annually.
- The intruder alarms are serviced by 1<sup>st</sup> Alert UK.
- IT equipment and network is maintained by Adcom IT services.
- Records of inspection are kept by the School Business Manager.

## **19. Management of medicines**

Details of how the school manages medicines can be found in the school's Medical Needs policy which can be viewed:

[http://valleyend.surrey.sch.uk/?page\\_id=3473](http://valleyend.surrey.sch.uk/?page_id=3473)

## **20. Manual handling**

Staff are encouraged not to lift/handle

The caretaker has received lifting and handling training and will use lifting aids as needed.

Arrangements for identification of all activities involving lifting/handling, risk assessments to identify precautions to minimise manual handling tasks, staff training in manual handling are complete and the responsibility of the Health & Safety Co-ordinator. Where an individual is required to perform any significant manual handling task, the school will provide appropriate lifting/carrying equipment.

When appropriate, staff training has been carried out in the "Positive Touch" programme for the handling of pupils. Where pupils require lifting, an assessment will be undertaken and appropriate training provided to staff where needed.

Further training needs will be assessed by the Health & Safety Co-ordinator and Head Teacher as needed. Courses will be identified and a log of training received will be kept by the School Business Manager,

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

Where a risk assessment deems it necessary, PPE will be provided free of charge. PPE should be examined periodically to ensure it is free from defect. Any defects in PPE must be reported immediately.

PPE for use in the classroom is stored out of the reach of children and additional supplies are kept in the Office store cupboards.

## **22. Playground safety**

Our minimum playground ratio is 1:30 and this also includes visits to the field at playtime or lunchtime. A separate risk assessment for using the field has been undertaken including procedures for gathering children quickly and safely in the event of an emergency.

Playground equipment is inspected daily by the caretaker and annually by SCC.

The caretaker completes a daily walk through inspection of the school building and grounds.

Hedging on the boundary fences are maintained by a buyback contract with Glendale.

## **23. Risk assessments**

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

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

- Parents must consent to their children taking part in a school trip
- Staff write risk assessments before undertaking any school trip which must be approved by the Educational Visits Coordinator.
- Children are supervised in groups of one adult to six children in Years 1 and 2 and one adult to 5 children Early Years Foundation Stage
- First aid provision for all children and medical provision for individual pupils are taken on school trips and visits.
- The Educational Visits Coordinator is the Headteacher.
- Where appropriate advice is sought from Surrey County Council's Strategic Risk Management team.

## **25. Site security/ visitors**

Security is maintained on site as follows:

- Following morning drop-off all doors and gates to the site are locked apart from those from the school building onto the playground.
- There are CCTV cameras at the 4 main entry points to the school. These are monitored during school hours by office staff.
- The cottage door, double green entry doors and hall door all have keypad access for staff. The office/playground entrance has a magnetic fob entry system.
- Visitors access the building through the cottage/office door which remains locked but has an intercom system.
- All visitors are individually admitted to the school and must sign at the office. DBS details are required for all visitors except where they are accompanied on site at all times. All visitors will be provided with a visitor's pass. A green lanyard is provided for visitors with a DBS and red for those without. Governors are provided with a purple lanyard. Visitors must sign out of the building and return their lanyard.
- Visitors from outside agencies are requested to show their identity badges and are always required to wear them whilst on school premises.
- The school's key health & safety policies are on the reverse of the visitors badge and visitors are made aware of these when signing in together with instructions as to where to find details of the safeguarding policy and



- Unaccompanied visitors are informed of the school fire procedures and assembly point on arrival.

Further details of school security can be found in the Security Policy.

## **26. Smoking and vaping**

Smoking and vaping is not permitted anywhere on the school premises or grounds.

## **27. Staff consultation**

Staff are encouraged to report any Health & Safety issues as soon as they are identified. This is done by using the Caretaker's book kept in the office photocopier room or emailing the Health & Safety co-ordinator. Any issues, of which staff need to be aware, are raised at the weekly business meeting where staff can also report any concerns.

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

Health & Safety training needs will be identified by the Headteacher and booked either through the SCC's Strategic Risk Management team on the Surrey Education Services website or other provider as deemed appropriate.

All training records are held in individual's personnel file by the School Business Manager.

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

- Staff well-being is important at Valley End. The Headteacher actively promotes a good work-life balance and this remains an area of focus for the school in looking at improving the health, safety, and wellbeing of all staff members.
- Staff have access to occupational health through TP Health and the employee assistance programme. A poster advertising the help line is in the staff room.

## **30. Vehicles on site**

The school does not own any vehicles.

A car park is provided for use by staff with a disabled bay which is also available for parent's use. There is a clearly designated walkway within the car park for pedestrians to use should they need access to the hall door. Those staff who finish at 3pm are aware that the exit of the car park may be busy with pedestrians at that time.

Apart from food deliveries to the commercial kitchen and waste collection, all deliveries are made to the Cottage/Office door from the roadside.

Food deliveries and waste collection occur during school hours when the playground gates are locked and there is little or no pedestrian traffic.

## **31. Violence**

Violence of either a verbal or physical nature are not acceptable behaviour at Valley End. All staff are required to report any incidents of verbal and physical violence to the senior leadership team and should log any child related incident using CPOMS.

### 32. Water management (Legionella)

To comply with legislation surrounding water management as detailed in the COSHH Regulations and Approved Code of Practice L8, a water risk assessment is undertaken by an external specialist annually, 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

- monthly temperature checks,
- weekly flushing of outlets
- Flushing of all outlets after a period of inactivity during the school holidays

### 33. Working at height

Work at height **is avoided wherever** a suitable alternative course of action is available and is always risk assessed. Work at height is never carried out alone and is always supervised. Training is provided for the caretaker using steps and ladders and other work at height duties. Ladder and safety checks are regularly made by the caretaker and records kept in the school office.

All other staff have working at height instruction during induction training

Links to other policies:

Security

Whistleblowing

Equalities

Educational visits

## Appendices

### **Appendix A: COVID-19**

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

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