



Health and Safety Policy

Updated: February 2022

Review: February 2023

Status: Statutory

Introduction

The staff and governors of Claygate Primary School are committed to the promotion of a safe and healthy working environment for all users of the school premises.

Legal and moral responsibilities exist with regard to the **safety** of children, staff and visitors, and the school is mindful of these responsibilities in all its policies and procedures. The school is also committed to the development and promotion of a **healthy** environment, especially for children and staff, and has previously achieved the Healthy Schools Award in pursuing these aims.

This policy is concerned primarily with the school's responsibilities under the **Health and Safety at Work etc Act 1974**, and therefore covers relevant aspects of workplace health and safety. Insofar as the school can be defined as the 'workplace' for pupils, relevant aspects of day-to-day and curriculum safety are covered within this document. Other aspects of pupil health, safety and welfare are included in more detail in other documents, including those for safeguarding (child protection), personal, social & health education, medication and first aid, behaviour & anti-bullying, physical education, relationships and sex education, attendance, and educational visits.

The contents of this policy are written in accordance with guidance from Surrey and Strictly Education 4S, and the general and specific responsibilities of schools are detailed below under the following sections:

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

Part 1: Statement of General Policy on Health and Safety

1. The Governing Body & Head Teacher of Claygate Primary School:
 - recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors;
 - act in accordance with the general H&S policy of Surrey County Council;
 - require all members of the school community to act in accordance with SCC/School H&S policy and procedures.
2. The Governing Body & Head Teacher will provide as necessary, policy, procedures, arrangements and supervision, to ensure compliance with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:
 - a school / workplace in a safe condition
 - a safe working environment
 - safe systems of work
 - safe plant and equipment
 - safe access and egress to and from all areas of the school
 - the safety of articles and substances for use at work and in school
 - sufficient instruction and training supervision
3. In support of the above, the Governing Body & Head Teacher will ensure an adequate process for all necessary risk assessments to be carried out and communicated to all relevant persons.

Part 2: Organisation and Responsibilities for Health, Safety and Welfare

The following H&S organisational structure, including roles and responsibilities, is approved by the Governing Body & Head Teacher of Claygate Primary School.

1. The Governing Body

The Governing Body approves the H&S Policy of the school (through its policy review schedule) and monitors its implementation. The Governing Body further ensures, as administrators of the school's delegated budget,

that sufficient and appropriate resources are allocated to implement the H&S policies. The Governing Body will specifically:

- 1.1 Include Health & Safety targets (where appropriate) as part of the school improvement process.
- 1.2 Nominate a Governor as a link for H&S between the Governing Body and the wider school community, who will stay up to date with school H&S initiatives and inform the Governing Body accordingly.
- 1.3 Be informed and updated of SCC's H&S Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC's behalf.
- 1.4 Ensure that H&S is covered appropriately in Governing Body meetings, for example through the termly Head teacher's report, through specific agenda items as appropriate, and through feedback and reports as appropriate from the nominated H&S Governor.
- 1.5 Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.

2. Head Teacher

The Head Teacher is responsible for the day to day management of H&S for all school activities, both on and off site. The Head Teacher will advise SCC/Governors of any H&S issue where their support or intervention, either via system or finance, is necessary & appropriate in order to effect the requirements of this policy. In particular the Head Teacher will ensure that:

- 2.1 The contents of this policy are brought to the attention of all relevant persons.
- 2.2 A process for risk assessments is applied within the school, and that:
 - All appropriate areas/activities are covered, as per the recommended SCC schedule together with any risks identified as being specific to the school.
 - Appropriate control measures are implemented, and that
 - Assessments are monitored and reviewed as necessary.
- 2.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which forms part of this policy.
- 2.4 Appropriate staffing levels for safe supervision are in place.
- 2.5 An adequate schedule of inspection & maintenance is in place to ensure 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 pool
 - first aid / medical facility and equipment
 - equipment for premises staff
 - curriculum specific issues
- 2.6 An adequate needs analysis of H&S training is undertaken for school staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
 - Head Teacher H&S awareness
 - H&S induction training
 - emergency and fire training
 - first aid
 - risk assessment
 - H&S Coordinator
 - lifting and handling
 - working at heights,

and any further specific H&S training identified by the training needs analysis.

- 2.7 Adequate and easily retrievable health and safety training records are available and up to date.
- 2.8 The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- 2.9 A termly H&S report is provided to Governors.
- 2.10 The school cooperates and participates in the LA's H&S monitoring arrangements.
- 2.11 An Educational Visits Co-ordinator (EVC) is appointed and trained accordingly. This is the Deputy Head Teacher at Claygate Primary School.
- 2.12 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.14 Emergency / fire arrangements are formulated and reviewed as necessary, and tested at least termly.
- 2.15 The fire risk assessment is updated annually and / or whenever significant changes or building works might affect the means of escape.
- 2.16 An appropriate deputy is suitably instructed to take day to day responsibility for H&S in the absence of the Head Teacher.
- 2.17 The Deputy Head Teacher will take on the above responsibilities in the absence of the Head Teacher.

The Head Teacher will delegate functions to other members of staff (e.g. Caretaker / School Business Manager) who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with. The Head Teacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

3. Senior Leadership Team

All members of the Senior Leadership Team, within the remit of their broader leadership and management functions, have responsibilities for ensuring H&S policy and practice are adhered to. Although overall responsibility for H&S rests with the Head Teacher and School Business Manager, other senior staff (specifically Key Stage phase leaders and the Deputy Head Teacher) will take prompt and appropriate action if they identify any H&S issues within their broad areas of responsibility. This action may include bringing relevant matters to the attention of the Head Teacher and/or SBM and/or Caretaker Manager. Such issues may include:

- compliance with risk assessment procedures
- reporting of accidents
- staff awareness of H&S issues, including emergency and fire procedures
- use of equipment
- staff training needs, including induction
- H&S information and guidance for pupils

4. Teaching Staff

Teaching staff are responsible for the H&S of all pupils under their control, and in particular must ensure that:

- effective and appropriate supervision is in place for pupils in their care.
- appropriate safety instructions are given to all pupils prior to commencing practical sessions
- they are conversant with the school's H&S policy and any arrangements which are specific to their area of responsibility
- they are aware of whole school and specific emergency procedures.
- where relevant, personal protective equipment is suitable and in good condition prior to issue.
- where relevant, safety devices are in good condition and are used in accordance with good practice.
- they report any defective equipment to the relevant person.
- all accidents and incidents are reported and reviewed or investigated.

5. Caretaker

The Caretaker 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 H&S inspections are carried out at a timescale agreed by the Head Teacher, paying particular attention to the building structure, services, access to/ egress from the school, and the main circulation areas. (These may be carried out with H&S governors)
- 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.
- through liaison with the School Business Manager, that regular servicing and checks of any plant are carried out in accordance with PPM (planned preventative maintenance) schedule
- that all staff work in accordance with safe working practices issued by the school, County Council etc.
- that, where Health & Safety Files exist for certain parts of the building, they are made available to any contractors working in that area prior to the commencement of any work.

6. Health and Safety Co-ordinator

The school has a nominated Health & Safety Coordinator, who is the School Business Manager, who maintains an overview of the H&S organisation & management of the school, liaises with and directs the work of the Caretaker in respect of H&S matters, and reports to the Head Teacher accordingly. Specific functions of the H&S Coordinator include:

- having an overview of the school's H&S Policy and arrangements, bringing amendments to the attention of the Head Teacher where necessary.
- overseeing & supporting the school's Risk Assessment / Risk Management process and advising the Head Teacher of any deficiencies.
- carrying out, with the Head Teacher and others as appropriate, the school's accident / incident recording, reporting, and investigation arrangements.
- arranging for termly evacuation drills and weekly fire alarm tests etc.
- advising the Head Teacher and / or County Council 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 Head Teacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- with the Caretaker, liaising with and monitoring, as far as is reasonably practicable, the activities of contractors, 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.

7. All Employees, including temporary staff and volunteers

All employees are required to take care of their own safety and health whilst at work, as well as the health and safety 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 H&S 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 fire and other emergency procedures.
- make use, where relevant, of personal protective equipment provided for safety or health reasons.
- follow all relevant codes of safe working practice and local rules.
- report any unsafe working practices to their line manager.

Part 3: Arrangements and Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within the school to eliminate or reduce health and safety risks to an acceptable level, and to comply with minimum legal requirements. This is an alphabetical list and will be updated as and when there are significant changes to school procedures or changes in local or national legislation or guidance. Risk assessments are in place for several of the areas listed below, either as general guidance documents based on model RAs, or in the case of specific activities where RAs are completed and reviewed regularly. The list of 'core' RAs will be reviewed regularly and guidance sought from the SCC Health & safety advisory team.

1. Access Control / site security

- Entry to the main building is via a coded entry door, operated by office staff.
- Gates to the main school site and playground are kept locked during the school day (8.55am – 3.15pm) and electronically locked at all other times.
- All visitors to school are asked to sign the 'Visitors' Book on arrival, including those who are working outside (e.g. grounds contractors).
- CCTV is in place and monitors several external locations; this is monitored via a system in the main office.

2. Accident Reporting, Recording & Investigation

- Accidents are reported to the H&S Coordinator, who in turn reports to the Head Teacher and Surrey County Council via the on-line reporting system (OSHENS). The system identifies when incidents are reportable to the HSE under RIDDOR regulations (Reporting of Injuries, Diseases and Dangerous Occurrences), and provides an online system for doing this. Accidents and incidents are monitored and reviewed by the H&S Co-ordinator (SBM) and Head Teacher.

3. Asbestos

- The Head Teacher is the responsible person for asbestos.
- The Asbestos Register is kept in the school office, and contractors are made aware of this as part of their site induction.
- The Caretaker will bring to the attention of the contractors and the H&S Co-ordinator (SBM)/Head Teacher if any work is proposed in areas which are known to be listed on the Register.
- Only the Caretaker will affix or drill anything to the walls, and will not do so without first obtaining approval from the Head Teacher and checking the Register.
- Any damage or suspected damage to asbestos materials is reported to Surrey.
- Only approved contractors will undertake work involving asbestos removal.

4. Contractors

- The H&S Co-ordinator (SBM) and Caretaker are responsible for the induction of all contractors.
- The Head Teacher is responsible for all other arrangements including: the exchange health and safety information; making available for inspection any existing CDM Health & Safety Files; agreeing safe working arrangements, including the review of risk assessments and working methods; and, where appropriate, liaison with SCC EPM (Estates Planning & Management).
- For County-led projects, the SCC project manager will have the overview of all H&S issues, and will liaise with the school on a regular basis, including the pre-start meeting and regular monitoring visits.

5. Curriculum Safety

- Most areas of the curriculum are classroom-based and involve no specialist equipment, and safety issues are therefore broadly those which are included as part of the general health & safety inspection and risk assessment procedures.
- Responsibility for highlighting H&S issues (and in the case of minor issues, addressing them) will rest with the class teacher (or other member of staff supervising or teaching the activity).
- There is very little equipment used as part of the primary school curriculum which is potentially more hazardous than everyday equipment. In subjects such as science and design & technology, and in activities such as gardening and cooking, there may be more use of a wider variety of materials and equipment, and staff will always instruct pupils in the safe use of these resources before the lesson begins. Specific guidance exists for some areas of the

curriculum, and subject leaders have responsibility for ensuring that other staff are aware of this as appropriate.

- **Physical Education:** specialist qualifications are not required to teach PE in the primary school. However, staff should be aware of the potential risks associated with each activity, and ensure that appropriate planning takes place to ensure pupils' safety. The Subject Leader for PE makes staff aware of health & safety issues as part of the general responsibilities of the post. Guidance for staff is in accordance with that provided by professional associations such as AfPE.

6. **Drugs & Medication**

- The school's procedures are in line with LA and national guidance, specifically the DfE document **Supporting pupils at school with medical conditions** (2014).
- In general, medication is only administered if it is prescribed, if the daily dosage requires administration during school hours, if the child is well enough to be in school, and if not administering the medication would mean the child was absent from school unnecessarily. In some cases, children will be able to administer medication themselves and will be supervised by staff. In cases where, in terms of the child's well-being, it is considered better to do so, the school will request that a parent administers the medication. Each request for medication to be administered in school will be considered individually.
- For pupils with chronic medical conditions, or where specific and individual treatment or medication is required for a period of time, an Individual Health Care Plan / Pupil Medication Plan will be drawn up which details the responsibilities of parents and staff.

7. **First Aid**

- At any one time, the majority of staff will hold a current Basic First Aid qualification which will allow them to respond to the majority of issues which are likely to occur in school. In addition, some staff may also hold a Paediatric First Aid qualification.
- The school reviews the first aid training and qualifications of staff on an annual basis. There is no prescription for the number of first-aiders, as each school's circumstances differ; however, the school's approach is to provide training and updates on a regular basis with the aim of having as many trained staff as possible.
- Training will also be undertaken on specific medical issues, such as asthma, allergies, the use of epipens etc.
- First aid boxes are stored centrally in the medical room, as well as in other secure locations for use at lunchtime.
- Each classroom has a basic First Aid pack.
- All MDS carry a First Aid Kit
- Smaller first aid kits are available for use during off-site visits (day visits), and a larger box is available for residential journeys.

8. **Electrical Equipment (fixed & portable)**

- Electrical equipment is inspected and tested in accordance with relevant HSE Guidance.
- Portable appliances are tested annually (PAT testing), and all fixed installations are tested every five years. The H&S Co-ordinator (SBM) maintains the record of inspection.
- In addition to this schedule, visual inspections are undertaken during the termly H&S inspections.
- Staff are advised as part of their induction to notify any defective equipment to the H&S Co-ordinator, and that they are not to bring any portable electrical equipment to school unless they can prove it has been tested.

9. **Fire Precautions & Procedures (and other emergencies)**

- The Fire Evacuation Routine and Record Book, issued jointly by SCC and the Surrey Fire and Rescue Service, covers all aspects of fire prevention and emergency procedures.
- Regular fire drills are carried out to ensure that pupils, staff and visiting adults are aware of how to respond appropriately in the event of a fire.
- Fire equipment (extinguishers and the alarm system) is inspected annually, and any appropriate remedial action is taken promptly.
- Evacuation procedures are included as part of the school's Emergency Plan.
- A fire risk assessment has been carried out and is updated regularly.
- All staff complete annual Fire Safety Training (National college)

10. Glass & Glazing

- Glass throughout the building is appropriate safety glass, and is regularly checked during the termly H&S inspections.

11. Hazardous Substances

- **Curriculum:** hazardous substances are not used in school for curriculum purposes. In cases where uncommonly-used substances may be required for a specific activity, the impact of these substances will be researched and approved by the H&S Co-ordinator. In the case of such substances being used in science and D&T, advice will be sought from Surrey and/or the school's science service, CLEAPSS.
- Chemicals are used as part of the regular treatment of the swimming pool. These chemicals are stored securely and are only ever handled by the Caretaker or specialist pool company staff. COSHH assessments and safety sheets are stored with the chemicals, with copies in the school office.
- **Maintenance / cleaning:** the school employs a contractor to carry out cleaning, and the contractor provides their own products. The contractor has provided copies of the necessary assessments and these are located in the two cleaners' cupboards.
- Where school staff carry out maintenance functions which may require the use of hazardous substances, the school carries out an assessment of the individual substances. An example of this would be if the caretaker uses a substance to remove graffiti.

12. Health and Safety Advice

- Advice is provided as part of SCC's responsibility to provide policy and guidance to schools. Further information and advice can be sought from nominated staff in Surrey.

13. Housekeeping, cleaning & waste disposal

- Daily cleaning is carried out by a contractor and this usually takes place outside of the normal school day, thereby minimising the risk of slips etc.
- The cleaning contractors are responsible for the clearing of daily classroom waste. The Caretaker is responsible for the clearing of waste during the school day, for paper and card recycling, for ensuring the weekly waste collection takes place, and for arranging any specialist waste disposals. Paper and card are recycled via a private contractor (paper) and Elmbridge BC (card).
- The Caretaker, as part of his responsibility for ensuring the safety of the school site, will carry out gritting of paths and main routes into school as required, and ensure stocks of grit are maintained. A manual snow plough is used to clear snow when necessary.

14. Handling & Lifting

- As there are no specific requirements (such as weight limits) in the appropriate regulations ('The Manual Handling Operations Regulations 1992'), each member of staff is required to undertake their own ergonomic assessment based on a range of relevant factors which they use to determine the risk of injury and point the way to remedial action.

The Regulations establish the following hierarchy of control measures:

1. Avoid hazardous manual handling operations so far as is reasonably practicable, for example by redesigning the task to avoid moving the load or by automating or mechanising the process.
2. Make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided.
3. Reduce the risk of injury from those operations so far as is reasonably practicable. Where possible, you should provide mechanical assistance, for example a sack trolley or hoist. Where this is not reasonably practicable, look at ways of changing the task, the load and working environment.

When a detailed assessment is necessary it should follow the broad structure set out in the Regulations, which require consideration of five categories:

1. the task;
2. the load;
3. the working environment;
4. individual capability;
5. other factors, for example use of protective clothing.

Each of these categories may influence the others, and none of them can be considered on their own.

15. Infection Control (including Coronavirus)

- The school's management will undertake a specific risk assessment in accordance with combined PHE/DfE guidance and bring the significant findings of the RA to the attention of all staff.
- The Headteacher/SLT will monitor as necessary to ensure that any and all suitable and sufficient control measures as prescribed by PHE/DfE and outlined within the school's RA 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 specific risk assessment and any advice and guidance issued by and within the school for the purposes of infection control.
- All staff within the school have a responsibility to monitor and ensure pupils under their supervision adhere to the rules and procedures put in place to protect the whole school community from the spread of infection.

16. Lettings / shared use of premises

- The school's Lettings Policy covers the use of school facilities outside of normal school hours, including school holidays. Any such use of the school is governed by this policy, and all users must complete a lettings agreement after consultation with the School Business Manager. All hirers of the school must have appropriate public liability insurance, or pay an additional fee (in addition to the standard letting charge) so that the letting is covered by the Surrey County Council insurance scheme.
- Hirers of the school are given appropriate health & safety information, including emergency contact information and details of the emergency action plan. Not all of this information will be issued if the letting is within the school day, or at a time when school staff are on site.

17. Lone Working

- The HSE Lone Working Guide explains the legal and practical position for employers whose staff will from time to time work in isolation.

There are a number of circumstances where people may be working in school in isolation e.g.

- Head Teacher and other staff working late in the evening, at weekends or during school holidays.
- The Caretaker carrying out maintenance or cleaning work, early in the morning, after school or at weekends etc.

We have undertaken a risk assessment for this activity which identifies the control measures in place. Such measures would include, for example, the member of staff ensuring that someone is aware they are working alone, that a method of communication (e.g. mobile phone) is available, and that the school building is secure.

18. Maintenance / Inspection of Equipment

- The H&S Co-ordinator (SBM) is responsible for ensuring that all appropriate equipment is inspected, examined and tested as appropriate.
- Records are kept as to what has been done and when.
- The school buys back maintenance services from SCC and copies of these inspections are also kept on site.

19. Personal Protective Equipment (PPE)

- There is very little requirement for PPE in a primary school.
- Where risk assessments determine PPE should be used it is provided free of charge.
- Training is given as to how the equipment must be checked and used and the procedure for replacement should the item become broken or time expired.

20. Playground Safety

- The principles of risk assessment and duty of care apply to all aspects of outdoor play, whether during relatively unstructured times (e.g. lunchtime breaks) or as part of structured play (e.g. as part of the EYFS curriculum).
- All fixed play equipment is installed in accordance with relevant HSE and British Standards

guidance.

- Appropriate measures are in place to ensure that adequate levels of supervision exist at all times in the playground. Playtime and lunchtime supervision is reviewed regularly to ensure good practice is followed, and staff are reminded of the need to be vigilant and to be aware of potential hazards.

21. Pond Safety

- The school pond and wildlife area is used extensively as part of the curriculum.
- The area is secured by a high fence and is locked at all times when not being used.
- Pupils are only allowed into the pond area under strict adult supervision and wearing clothing suitable for the conditions (weather, and underfoot).
- The risk assessment for pond safety covers these safety measures in more detail.

22. Reporting Defects

- All staff are encouraged to report any hazards, defects or faults, to the H&S Co-ordinator, Caretaker, Head Teacher or their line manager.
- The H&S Co-ordinator (SBM) is responsible for arranging remedial action / works when defects are reported. If these works are of a simple nature they are attended to by the Caretaker. Any specialist or complex works are reported to Surrey who will arrange for a suitable contractor to undertake them.

23. Risk Assessments

“A risk assessment is nothing more than a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.” (HSE, 5 Steps to Risk Assessment)

All members of staff and visitors have both a moral responsibility and a duty of care to act in such a way as to not put themselves or others at risk. For teaching and support staff, this responsibility extends to ensuring, so far as is possible, the health and safety of children. In day-to-day school life the responsibility is to abide by the common sense approach described above in order to maintain a safe environment. Whether formally or informally, therefore, the following checklist may be used as a useful guide:

- Step 1: Look for the hazards
- Step 2: Decide who might be harmed and how
- Step 3: Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done
- Step 4: Record your findings
- Step 5: Review your assessment and revise it if necessary

Formal risk assessments are required or recommended for certain activities, and the school follows the SCC guidance in deciding which school activities should have 'standing' risk assessments and which activities require a separate risk assessment for each occasion. Examples of the two would be 'lone working' (standing risk assessment, reviewed regularly) and school trips (separate RA for each occasion).

24. School Trips/ Off-Site Activities

- All educational visits, including short visits in the immediate vicinity of the school, day trips and residential journeys, are planned in accordance with detailed guidance.
- This guidance includes planning and preparation, first aid and emergency procedures.
- The SCC document **Guidance for Off-Site Visits and Related Activities (2018)** provides comprehensive guidance for schools, as well as including the necessary pro-formas and documents that LA schools are required to complete.
- This guidance is based on (but extends further than) the DfES document **Health and Safety of Pupils on Educational Visits**.
- There is a named Educational Visits Co-ordinator (EVC), Mrs Hilary Ali, whose role is to ensure that visits are planned appropriately (although the EVC will not necessarily be the party leader or even take part in the trip).

25. School Transport

- Transport to and from school is the responsibility of parents / carers. In the case of some pupils with SEN and / or where the child is not placed in their nearest school, the Local Authority provides

transport through the Admissions and Transport Team.

- The school does not have a minibus but school staff may, on occasions, transport pupils in a hired minibus. All drivers must meet the minimum SCC requirements and must have passed the relevant SCC competency test.
- In transporting pupils to (for example) local sports fixtures, parents may occasionally be asked to provide transport for their own child and others. In such cases, the parents of children being transported shall provide written consent.
- The driver shall ensure that their car is roadworthy, has a current MOT (where appropriate) and valid insurance. Booster seats shall be provided by the driver or parent of the child being transported, where this is required.
- Drivers shall confirm to the school in writing that the above conditions are met.

26. Smoking

- In line with Surrey policy, the school has a strict no smoking policy which means that smoking is not permitted anywhere on the school grounds at any time. This includes e-cigarettes

27. Staff Health & Safety Training and Development

- All staff receive a broad introduction to H&S issues as part of their induction.
- On joining the school, staff also receive employment information from SCC as part of their induction pack, and this includes an SCC leaflet on H&S issues. New staff will also take part in regular update sessions on H&S issues.
- As well as whole staff updates on specific issues where appropriate (e.g. reminders of pond safety and swimming pool safety), individual staff will also take part in regular training and updates relevant to their role, for example in fire risk assessment, working at heights, swimming pool maintenance (Caretaker), general premises and H&S briefings (H&S Co-ordinator) and Head Teacher updates (Head Teacher / Deputy Head Teacher).

28. Staff Well-being / Stress

- The Teachers' Pay and Conditions Document includes a requirement for schools (i.e. Head Teacher and Governors) to be proactive in developing strategies which encourage and promote a reasonable balance between work and home life. This principle applies to all staff.
- As a Healthy School, we consider the emotional well-being of staff to be an important element in the school's success and an integral aspect of our role as a good employer.
- As part of the school's subscription to the Strictly Education 4S Personnel service, a helpline (the Employee Assistance Programme) is available which staff can use for support and advice on a range of personal and professional issues. This is shared in weekly Comms Bulletins

29. Use of Display Screens

- The safe use of computer monitors is governed by the **Health and Safety (Display Screen Equipment) Regulations 1992**.
- The use of IT equipment for long periods is undesirable but may be unavoidable in some circumstances, and staff and their line managers should address this issue as necessary, as part of the process of reviewing job profiles.
- Risk assessments will be carried out periodically for staff in the admin team, who are likely to be using computer screens for much of the time.
- The DSE regulations provide for employers (at the request of a DSE user) to arrange for users eye tests via an optometrist.

30. Vehicles on Site

- Pedestrian and traffic safety is a particularly important school issue, due to the layout of the school site, the distance between Foley Road and the main entrance, and the fact that the car park is in front of the school.
- The barrier at the top of the driveway onto Foley Road controls access at the start and end of the school day, with any visitors to the site having to park elsewhere or buzz through to the office to gain access.
- Access to the car park by contractors' vehicles is managed carefully by the Caretaker and office staff. If vehicles need to access the playground areas during the school day they will be accompanied by a 'walker' to reduce speed, and staff will be alerted.
- Deliveries are generally made via the car park during the school day, so do not provide a significant hazard.

- Road safety education forms an important part of the citizenship programme for children, encouraging them to be aware of dangers and take responsibility for their own safety.

31. **Violence to Staff / School Security**

- As a general rule, schools are orderly, safe places where relationships between staff and visitors, especially parents, demonstrate mutual respect and recognition of shared responsibility for pupils' welfare and progress. On very rare occasions, the behaviour of parents and / or other visitors can cause severe disruption or worse, resulting in abusive or aggressive behaviour towards staff.
- All members of the school community have a right to expect that their school is a calm, orderly and safe place in which to learn and work. Violence, threatening behaviour and abuse against staff or other members of the school community will not be tolerated. Where such behaviour does occur, the police may be involved if appropriate. The school reserves the right to prohibit parents or other persons from coming on to the school site in the event of inappropriate behaviour towards staff.
- As mentioned in para. 1 above, the school site is secure during the day and access to the building is restricted when there are pupils on site. Formal meetings with parents generally take place at arranged times; class teachers will normally meet with parents on their own, but if there are any concerns about the behaviour or attitude of parents which might impact on the emotional or physical well-being of staff, this will be discussed with the Head Teacher. It will then be decided if the meeting goes ahead and if so, whether a senior member of staff should also be present.

Guidance for schools is outlined in **Keeping schools safe from abuse, threats and violence** (SCC, 2012).

32. **Working at Height**

- The overriding principle of the **Work at Height Regulations 2005** is that the school and individual employees must do all that is reasonably practicable to prevent anyone from falling.
- The Regulations set out a simple hierarchy for managing and selecting equipment for work at height:
 - avoid working at height where possible
 - use work equipment or other measures to prevent falls where working at height is necessary
 - where the risk of a fall cannot be eliminated, use equipment or other measures to minimise the distance and consequences of a fall should one occur
- No-one in school is required to work at height on a regular basis. The Caretaker will do this most frequently, for example clearing gutters, changing bulbs, fixing boards, decorating etc
- Ladders for specific tasks and working at different heights are available, and the Caretaker is responsible for ensuring their appropriate use.
- Other staff may need to work at height on occasion, for example teaching or support staff putting up a display.
- Staff are given guidance about sensible practice, and step-ladders are available and stored in several locations around the school.
- Safer practice in working at height may correspond with good practice in terms of lone working.

33. **Monitoring and evaluation of this Policy**

- The Head Teacher and the H&S Co-ordinator (SBM) are responsible for monitoring the implementation of the H&S Policy, as well as for reporting the outcomes of any evaluations to the Governing Body. The H&S Co-ordinator (SBM) and / or Head Teacher oversee the undertaking of workplace inspections and the monitoring of accident reports, trends and complaints in connection with H&S issues.
- This policy will be reviewed in accordance with the schedule on page 1. It may also be updated or reviewed in the event of any significant national or local changes to guidance or legislation.