



Health and Safety Policy

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

The Governing Body and Headteacher of Claygate Primary School:

1. Recognise and accept our responsibilities to provide, as far as is reasonably practicable, a safe and healthy working environment, ensuring the welfare of all employees, pupils, visitors, and any other persons who may be affected by our work activities.
2. Act in accordance with the general health and safety policy of Surrey County Council.
3. Recognise that good wellbeing is integral to our organisational and business performance and is significantly improved by reducing injuries and ill health, protecting the environment and reducing unnecessary losses and liabilities.
4. Adopt and promote safe working practices and high standards. The most effective approach to preventing occupational ill health, injury and loss is by systematic identification and control of risk. We will strive to improve our performance in reducing and controlling the risks we face. We will meet both common law and statutory health and safety duties.
5. 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 have safe access and egress for all staff, pupils, and visitors.
 - Adequate facilities and arrangements for welfare are provided.
 - A positive health and safety culture is promoted, through communication and consultation with employees and their representatives.
 - The safety of visiting contractors, members of public and authorised visitors.
6. Require all managers in the school community to act in accordance with the school's health and safety policy and procedures and require the same of persons that they supervise and take responsibility for.
7. Require all staff to actively support the school's responsibilities by working with due regard to the safety of themselves and others. We expect a similar approach from contractors, partners and volunteers, and from other visitors who use our facilities or visit premises.
8. In support of the above, the governing body and Headteacher will ensure an adequate process for risk assessments for the school to be carried out and the significant findings shared with all relevant persons and incorporated into the school's health and safety procedures.

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.

The employer

Claygate Primary School as the employer has a statutory duty in respect of health and safety to ensure that premises and people are healthy and safe.

The responsibility is devolved to the Headteacher who has day to day responsibility for staff, pupils, and others, as 'officer in charge' of the premises. The Headteacher will ensure the overall implementation of this policy.

The governing body

Strategic responsibility for health and safety lies with the governing body of the school either as the employer of school staff, or because it controls school premises (or both). The role of the governing body is to ensure clarity of vision, ethos, and strategic direction. It approves the health and safety policy of the school and monitors its successful implementation. The governing body further ensures as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the health and safety policy.

The governing body will specifically:

1. Include health and safety targets in the school development plan. Targets may include:
 - Provision of facility for health and safety purposes.
 - Reductions in accidents/incidents.
 - Training for Governors/staff
 - Revision of policy/procedure
2. Nominate a health and safety governor as the link between the governing body and the wider school community, who will stay up to date with school health and safety initiatives and inform the governing body accordingly.
3. Be informed and updated of Surrey County Council's health and safety policy and receive advice and support from relevant officers of the Council, or advisors acting on their behalf.
4. Ensure that health and safety is an agenda item on full governing body termly meetings and receive a termly health and safety report from the Headteacher currently. This report should include information on:
 - Progress of the health and safety targets in the SDP.
 - Accident/incident analysis
 - Relevant health and safety information received from the Council or its advisors.
 - Suggestion on future health and safety initiatives.
5. Facilitate any necessary review of the school's health and safety policy and procedure as may become apparent through the strategies above.
6. 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; ensuring adequate provision is made for maintenance of the school premises and equipment.
7. Tackle risk aversion, helping to provide a wider sense of perspective and helping the school to get the balance right on managing risk.

Headteacher

As the senior manager for the premises, and of all on- and off-site school related activities, the Headteacher is responsible for the day-to-day management of health and safety. They will advise the Council/governors of any health and safety issue where their support or intervention, either through system or finance, is necessary and appropriate to affect the requirements of this policy. They will ensure that:

1. The contents of this policy are brought to the attention of all relevant persons.
2. A process for risk assessments is applied within the school.
3. Appropriate control measures are implemented.
4. Assessments are monitored and reviewed as necessary.
5. There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
6. Appropriate staffing levels for safe supervision are in place.
7. An adequate schedule for inspection, maintenance and statutory assessments is in place to ensure a place of work in a safe condition and a safe working environment, in line with DfE's Good Estate Management in Schools, which will include:
 - The fabric of the building
 - Play equipment
 - Fire appliances
 - Boiler/heating systems
 - Portable electrical appliances
 - Water systems
 - Swimming pools, water features and safety around ponds
 - First aid/medical facility and equipment
 - Premises staff equipment
 - Trees
 - Curriculum specific e.g. gymnasium and fume cupboards
8. An adequate needs analysis of health and safety training is undertaken for school staff and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
 - Headteacher health and safety awareness and asbestos management training (as the Responsible Person)
 - Health and safety induction training (all new and temporary staff including agency)
 - Emergency/fire training for the whole school community
 - First aid
 - Risk assessment
 - Health and safety coordinator
 - Manual handling
 - Working at height
9. Any further specific health and safety training identified by the training needs analysis as being necessary and appropriate will also be considered and carried out.
10. Adequate and easily retrievable health and safety training records are available and up to date.
11. The school secures and maintains an arrangement for obtaining competent health and safety advice as required by the Management of Health and Safety at Work Regulations 1999.
12. A termly health and safety report is provided to governors.
13. The school cooperates and participates in Surrey County Council's health and safety monitoring arrangements.

14. An Educational Visits Coordinator (EVC) is appointed and trained accordingly.
15. Contractors (including catering, cleaning, and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
16. Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents, and timely review and sign-off of reports.
17. Emergency/fire arrangements are formulated and reviewed as necessary and tested at least termly.
18. The fire risk assessment is reviewed annually and/or whenever significant changes or building work might affect the means of escape. The Headteacher is the responsible person as required by the Regulatory Reform (Fire Safety) Order 2005.
19. A school health and safety committee is established in accordance with the school policy.
20. 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.

Deputy Headteacher

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

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. Line managers will ensure that:

1. 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.
2. All accidents and incidents occurring within their areas are reported, recorded, and investigated in accordance with the school's procedure.
3. All persons they manage or are responsible for, are aware of their specific roles in case of fire emergency.
4. Any equipment/appliance which has been identified as being unsafe is removed from service.
5. 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.
6. The health and safety training needs of staff are identified and the Headteacher informed accordingly.
7. Staff are properly consulted on any matters that may affect their health or safety whilst at work.
8. New transferred and temporary staff, including agency workers, receive appropriate health and safety induction training.
9. First aid provision is adequate.
10. 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:

11. Effective and appropriate supervision of the pupils that they are supervising.
12. That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
13. They are familiar with the school's health and safety policy and any arrangements specific to their own department.
14. That emergency procedures in respect of fire, emergency evacuation, emergency lockdown and security, and first aid are carried out.
15. 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.
16. 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.
17. They report any defective equipment to the relevant person, such as the site supervisor/caretaker of the premises team.
18. All accidents and incidents are reported, including near misses, and the correct reporting procedure is followed.

Caretaker

The Caretaker is responsible to the Headteacher/business manager and will ensure:

1. The removal from service of any item of furniture, apparatus, or equipment which has been identified as unsafe
2. That any identified hazard is appropriately removed, isolated, or contained as necessary to prevent danger.
3. That periodic health and safety site 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. That all contractors on site are aware of the emergency evacuation procedures and have sight of the school health and safety policy as appropriate to their work.
8. That all contractors view the school's Asbestos Management Plan and Asbestos Register prior to commencing works that may involve working in areas with the potential of disturbing asbestos and that the arrangements set out in the Asbestos Management Plan are followed, including that no works shall be undertaken on the fabric of the building without an intrusive survey being undertaken.
9. Inform all contractors of any known hazards which might affect them whilst at work.
10. Support the health and safety co-ordinator in undertaking or arranging checks, inspections, statutory assessments, and examinations in accordance with the DfE's Good Estate Management in Schools by suitably competent persons and ensuring that records are kept locally.

Health and safety co-ordinator

The Headteacher may appoint or nominate a health and safety coordinator. They carry out specific functions which include:

1. Having an overview of the school's health and safety policy and arrangements, bringing amendments to the attention of the Headteacher where necessary.
2. Overseeing and supporting the school's risk assessment/risk management process and advising the Headteacher of any deficiencies.
3. Ensuring all inspections, statutory assessments, and examinations including for management of asbestos and legionella, are carried out in accordance with the DfE's Good Estate Management in Schools by suitably competent persons and that records are kept locally.
4. Ensure that all staff and all contractors on site follow the school's arrangements for managing asbestos set out in the Asbestos Management Plan, including that no works shall be undertaken on the fabric of the building without an intrusive survey being undertaken.
5. Carrying out, with the Headteacher and others as appropriate, the school's accident and incident recording, reporting, and investigation arrangements.
6. Arranging termly evacuation drills and weekly fire alarm tests etc.
7. Advising the Headteacher and/or the Council of any defect in the state of repair of the building or its grounds, which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
8. Arranging for the repair, replacement, or removal of any item of furniture or equipment which has been identified as unsafe.
9. Coordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
10. Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
11. 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.
12. 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.
13. Carry out health and safety functions in school and maintain an overview of the health and safety organisation and management of the school, and report to the Headteacher accordingly.

All employees (including temporary and volunteers)

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

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

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

Safety representatives

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

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

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

Name	Union	Area Covered

Alternative consultation arrangements:

Name of Employee Representative:	
Contact details:	

Health and safety committee

The school has established a 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 termly governing body meetings. Membership of the health and safety committee may include:

- Headteacher Dan Cadman
- Governor representative Lynne Murray
- Health and safety coordinator Ros Clark
- Caretaker Ian Hames

- Head of departments

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 arrangements relate to local procedures and relevant documents in place that are used in the management of health and safety within the school. 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 Headteacher will ensure all accidents and incidents are recorded as soon as reasonably practicable. Minor accidents are recorded via the on-line accident form available on all computers and devices. Moderate and more serious accidents and incidents are reported on the 'OSHENS' online reporting system (surreycc.oshens.com) including:

- Accidents that cause injury, ill health or damage to anyone in school except minor injuries (for example grazes) which are recorded locally.
- Violence, verbal abuse, or threats, including if a person has been physically assaulted, incidents of verbal abuse where it has a significant impact on them or their mental health, or where they felt threatened.
- Near Miss events that could have potentially resulted in a moderate or above injury, as reporting provides valuable insights to help prevent future incidents.
- Specified Dangerous Occurrences – HSE definitions cover certain incidents with a high potential to cause death or serious injury.]

All accidents and incidents are investigated on OSHENS, and the 'Initial Review' is completed within 7 days. Any report that meets the threshold for further reporting to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) will be duly reported in the statutory timeframe. School will contact the SRM team for support and advice in the first instance. Guidance including HSE's EDIS1 is followed and is available in Health and Safety Resources on Surrey Education Services Hub.]

2. Asbestos

The School's written Asbestos Management Plan (AMP) sets out its arrangements for managing asbestos and is reviewed annually or upon any significant change. The employer is the designated 'Duty Holder' and the Responsible Person and their Deputy named in the AMP have been delegated to assist with the management of asbestos. The school's AMP contains the following information:

- The Asbestos Register

- The Asbestos location drawings showing the location of known Asbestos Containing Materials (ACMs)
- Site Asbestos Management Arrangements
- Emergency Procedures
- Site Asbestos Record

The AMP covers arrangements for safely managing any works by internal staff or external contractors, the re-inspection of known ACMs by a competent asbestos surveyor at least every 12 months, information and instruction to staff. Asbestos management training is provided for Responsible Persons and their Deputies and asbestos awareness training is provided to staff in a role liable to disturb asbestos.

3. Contractors

Clayate Primary School buys in to the SCC Property buyback service that includes inspections and maintenance. Most contractors are selected by SCC and are selected accordingly. Where the school employs other contractors they will be asked to provide a risk assessment, evidence of adequate insurance and competence for the task employed to do., All relevant health and safety information will be shared and safe working arrangements agreed.

4. Control of safe handling and use of hazardous substances

Hazardous and flammable substances, materials, chemicals, and cleaning liquids are only to be used after undertaking a risk assessment.. COSHH assessments and Safety Data Sheets are located with the substances for ease of reference and reviewed regularly, along with a copy in the main office. Hazards location, risk assessments, staff training in safe use, selection and use off protective equipment, storage arrangements, staff health surveillance, use of mechanical controls, name of Radiation Protection Supervisor RPS and name of Radiation Protection Advisor (RPA) (for relevant secondary schools only). As well as curriculum, include caretakers, cleaning staff etc who use hazardous substances. Include details of COSHH assessments to be reviewed on an annual basis or when work activity changes, whichever is soonest. Cleaning materials are stored in the cleaning cupboards or locked away if in a classroom out of the reach of children.

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. Detail staff qualification requirements to teach certain activities, 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

6. Display screen equipment (DSE)

Training for staff who are 'DSE users' on use of Display Screen Equipment (DSE) is available via National College. Workstation defects should be reported to Eduthing. Health concerns should be reported to the School Business Manager. 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 practice. Staff are entitled to a free eyesight test when they first become a DSE user, at regular intervals thereafter and if

experiencing visual problems which may be related to DSE work where they work in excess of 5 hours per day on the computer. Ergonomic assessments are available following an occupational health referral.

7. Electrical equipment

PAT testing is carried out annually by an external contractor. Fixed wiring inspection every 5 years via SCC. All faults are reported to the Headteacher by a written report, and through examination by a competent person, who maintains the record of inspection. Staff should not bring personal electrical items in to school unless they have been part of the PAT testing. Defective equipment is reported to the Caretaker who will liaise with the SCC property help desk and put out of use until an inspection and repair is carried out.

8. Emergency procedures

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

9. Fire precautions and procedures

The Headteacher is responsible for arranging and reviewing the school fire risk assessment and action plan. Specify frequency and arrangement of drills, 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., arrangements for managing equipment which contain Lithium-ion batteries. The fire book is located in the back office.

10. 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 hold a Paediatric First Aid qualification. The school reviews the first aid training and qualifications of staff on an annual basis. Where necessary and appropriate, Annual training will be undertaken on specific medical issues, including asthma, allergies, the use of epipens etc.

First aid boxes are stored centrally in the medical room, Clubhouse, Swimming Pool and Nursery buildings, as well as in other secure locations for use at lunchtime. All classrooms have a basic First Aid Kit. Midday Supervisors wear a hi-vis vest and carry a medical kit for immediate response as appropriate and carry a Walkie Talkie for quick communication. Emergency Epipens and inhalers are kept in the medical room and nursery building.

The majority of staff have had CPR and defibrillator training and this will be revisited bi-annually. The school defibrillator is stored centrally in the main corridor next to the Office and another in the Swimming Pool Lobby.

Smaller first aid kits are available for use during off-site day visits, and a larger box is available for residential journeys. Inhalers and epipens are also taken when children are off-site and children with medical needs are always in groups with trained staff.

11. Glass, glazing, doors and gates

All glass in doors, side panels to be 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. All glass in doors, side panels and windows is safety glass, and all replacement glass is of safety standard. Finger trapping hazards of doors and gates on school site have been risk assessed and all doors and gates that may present a risk to health and safety of pupils are effectively managed by the Caretaker. Routine part of termly health and safety inspection of the premises includes review of glass status (i.e., chipping, cracking etc) and condition of finger guards and door soft-closing devices.

12. Health and safety advice

Competent health and safety advice is available from SCC's School's Risk Management team via a package of support. Health and safety resources and guidance are available to download from the Health and Safety Resources area on Surrey Education Services website]

13. Housekeeping, cleaning, and waste disposal

Cleaning staff are from Servicemaster and on site after most pupils have left. Wet floor signs are used as required Premises are kept clean, to minimise accumulation of rubbish, Wet floor cleaning takes place outside school hours to minimise risks of slips. The caretaker removes and is responsible for the safe disposing of glass and other sharp objects, arrangements for snow shifting, security/location of external waste bins.

14. Infection control

The school follows national guidance published by UK Health Security Agency (UKHSA) 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 are implemented following 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.

15. Jewellery

Pupils should not wear jewellery for PE lessons. Teachers are unable to remove earrings etc. If the child is unable to do then taping can be used ensuring a double layer of tape to prevent the earring piercing the head should an impact occur.

16. Lettings/shared use of premises

All lettings are provided with health and safety information and policies, restrictions on use of equipment, restrictions on accessible areas, staffing requirements, first aid provision, telephone provision, fire and emergency arrangements, standard operating procedures and provide the school with evidence of insurance, a risk assessment for their activity and relevant policies. The CPSPA agree responsibilities at school fetes and other fund-raising events.

17. Lone working

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 at 5.30pm during term time, and 4pm during half term and cannot access the school during the holiday periods without the knowledge or consent of the Headteacher, premises manager, SBM or Deputy Head 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. This is discussed annually with all staff and is covered in the staff handbook.

18. Long term evacuation plan

Procedures are in place to temporarily relocate staff and pupils to a safe place in the event of not being able to return to the premises after an evacuation e.g., a gas leak, fire etc. This is within the Emergency Plan. An emergency bag is located in the office.

19. Maintenance of equipment

PE equipment, gas safe inspections, fire alarm and smoke detection, emergency lighting, fire extinguishers, panic alarms, security/intruder alarms is undertaken. The equipment is serviced annually by qualified experts.

20. Management of medicines

See medicine policy

21. Manual handling

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. Handling and lifting is discussed annually with all staff and is covered in the staff handbook.

The Regulations establish the following hierarchy of control measures:

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.

Make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided. 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; and 5. other factors, for example use of protective clothing.

22. Personal Protective Equipment (PPE)

PPE is provided free of charge where risk assessment determines it to be necessary. PPE such as gloves, aprons, eye goggles are stored in a safe, secure, and clean environment.

23. Playground safety

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

24. Risk assessments

The Headteacher is responsible for ensuring risk assessments are undertaken by competent persons, reviewed annually, upon any significant change, or after an incident; and necessary actions carried out. Give details of the school's system for managing and monitoring these reviews, and arranging Individual risk assessments for staff. See Appendix A attached for a list of assessments that support these arrangements. Guidance, and templates are available in the health and safety area on Surrey Education Services website. Competent advice is available from SCC's School's Risk Management team srm.hands@surreycc.gov.uk

25. 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, as well as including the necessary pro-formas The Deputy Head teacher is the named Educational Visits Co-ordinator (EVC), whose role is to ensure that visits are planned appropriately and that all necessary documents are completed and shared (although the EVC will not necessarily be the party leader or even take part in the trip). All staff have copies of the Learning Outside the Classroom and Educational; Trips Policy based on SCC document Guidance for Off-Site Visits and Related Activities (2018) provides comprehensive guidance for schools, This guidance is based on (but extends further than) the DfES document Health and Safety of Pupils on Educational Visits. Risk Assessments for trips are uploaded onto the Surrey EVOLVE website and are reviewed in a timely fashion with support from the EVC as appropriate.

26. Site security/visitors

Visitors must sign in and out on the electronic Custr system at reception. All staff and visitors must wear a lanyard to identify who they are. All visitors are made aware of the school's fire arrangements in the event of a fire, and made aware of the school's emergency procedures, including evacuation points via signage. All visitors to the school are required to report, in the first instance, to the school office and read the safeguarding leaflet. Visitors from outside agencies are requested to show their identity badges and are always required to wear them whilst on school premises.

27. Smoking

Claygate Primary School is a no smoking site, this includes e-cigarettes.

28. Staff consultation

At staff meetings staff are informed about health and safety issues, how to raise concerns and encouraged to make suggestions for health and safety improvements. Termly reminders are made to the staff to ensure health and safety remains a key focus for all staff.

29. Staff health and safety training

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 and certain times of the year), 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 (Premises Manager), general premises and H&S briefings (H&S Co-ordinator) and Head Teacher updates (Head Teacher / Deputy Head Teacher).

30. Staff well-being / stress

The School has arrangements in place for supporting staff including occupational health and an employee assistance programme (EAP). Stress risk assessment in place. Starting the conversation about stress and mental health is an important first step, school utilises HSE's guide for Education settings Talking Toolkit: Preventing work-related stress in schools to aid simple, practical conversations with staff to help prevent stress. 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.

31. Swimming pools

The Pool is operated by a Community Pool Committee led by the Head Teacher and Chair of Governors. See separate Pool Management Committee NOP and Risk Assessment. Operating procedures include minimum supervision standards, how to summon assistance in an emergency, pool water quality, adequate water maintenance procedures and cleaning routines, supervision in changing areas, maximum numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators.

32. 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 waiting 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.

33. Violence/school security

Staff who are at greater risk of injury, are identified and a risk assessment will be completed. All persons entering the school must sign in via the e-reception book and will be presented with visitor's badge. Upon leaving the school, visitors must sign out and return the badge. All staff are required to report all incidents of verbal and physical violence to the senior leadership team and as detailed in the school's accident and incident reporting procedure

34. Water management (Legionella)

To comply with legislation surrounding water management as detailed in the COSHH Regulations and Approved Code of Practice L8, a Legionella Risk Assessment is undertaken by an external specialist periodically under the Surrey Inspections Buyback SLA, and when significant changes have occurred to the water system and/or building footprint; a written scheme of control sets out how the risks are properly managed and controlled. Specify those responsible for ensuring that the identified operational controls are conducted and recorded (may be split between specialist contractor and school staff). Control measures e.g., monthly temperature checks, weekly flushing of outlets and emergency eye washes, cleaning and descaling of shower heads and taps etc. are carried out by the Caretaker. Legionella training is provided to relevant school staff.

35. Working at height

Wherever a suitable alternative course of action is available, and any required work at height is conducted in accordance with the school's written risk assessment. Work at height should never be carried out alone and should always be supervised. No work on the roof is undertaken by school staff. Where required, specially trained contractors are engaged, using a safe system of work. Specify school's expectations and arrangements for training and instruction for staff using low-level equipment/steps and other work at height duties, rules on using equipment, arrangements for pre-use checks and recording annual inspections of access equipment, restrictions on use by pupils, contractors etc. All other staff have working at height instruction during induction training.

Signed:

Headteacher

Date:

Chair of Governors

Date:

Appendices

Appendix A: Risk assessments, policies and guidance

List of risk assessments, policies, and procedures to complement this policy, templates for which are available from the Health and Safety area on Surrey Education Services hub.

Adverse weather

Animals in schools

First Aid

Outdoor education and off-site trips and visits

PE Gymnastics

Stress

Violence at work

Vulnerable workers

Water safety

Work at height