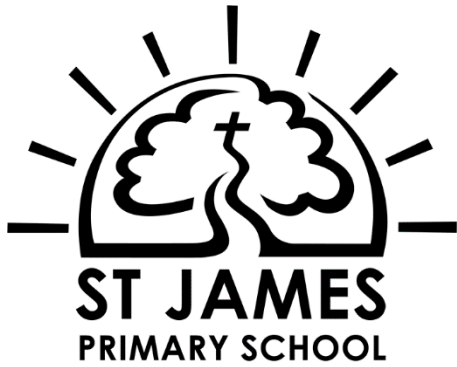




STATUTORY

Health, Safety & Welfare Policy

Linked Policies:

Behaviour Policy
Educational Visits and Outdoor Learning
Emergency Plan
First Aid
Pool Safety Operating Procedures
Staff Wellbeing
Supporting Children with Medical Conditions

Written/Reviewed:	Spring 2026
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This policy is based on the model provided by: dated:	Surrey CC - SRM Template Health, Safety, and Welfare Policy for Schools v2 August 2024

TABLE OF CONTENTS:

Part 1: Health and safety policy statement

Part 2: Organisation and responsibilities:

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

Part 3: Arrangements:

1. Accident near miss reporting, recording, and investigation
2. Asbestos
3. Contractors
4. Control of safe handling and use of hazardous substances
5. Curriculum safety
6. Display screen equipment
7. Electrical equipment
8. Emergency procedures
9. Fire precautions and procedures
10. First aid
11. Glass and glazing
12. Health and safety advice
13. Housekeeping, cleaning, waste disposal
14. Infection control (COVID-19)
15. Jewellery
16. Lettings/shared use of premises
17. Lone working
18. Long term evacuation plan
19. Maintenance of equipment
20. Management of medicines
21. Manual handling
22. Personal protective equipment (PPE)
23. Playground safety
24. Risk assessments
25. School trips/off-site activities

26. Site security/visitors
27. Smoking
28. Staff consultation
29. Staff health and safety training
30. Staff wellbeing/ stress
31. Swimming pools
32. Vehicles on site
33. Violence/school security
34. Water management (Legionella)
35. Working at height

Part 1: Statement of general policy on health, safety, and welfare

The Governing Body and Headteacher of St James Church of England (Aided) Primary School ("the 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

As employer, the Governing Body 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 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.

Assistant Headteacher(s)

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

Curriculum Leaders & Line Managers

Managers in charge of curriculum areas, departments and/or staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. Curriculum Leaders and 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:

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 or classroom.
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.

Site manager/Caretaker

The Site Manager/Caretaker is responsible to the Headteacher and 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 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 Diocese 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 the Governing Body/Headteacher set up a health and safety committee, they must do so within three months of the request.

At the date of the policy, no trade union or staff have been appointed as safety representatives. Should this change, their details will be recorded in the following table.

Name	Union (if applicable)	Contact details (email & phone)	Area Covered

Health and safety committee

The school has decided that suitable consultation with staff can be achieved via existing arrangements, and that a formal staff health and safety committee is not required. The school encourages staff to discuss health, safety and welfare issues affecting them (including risk assessment) and to be able to influence the school's continuing policy and procedures, as appropriate.

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 or the responsible person will ensure all accidents and incidents are recorded as soon as reasonably practicable. Minor accidents are recorded in the appropriate local logbook, located in the school office. 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, 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. The 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

As well as the Headteacher, School Business Manager and Site Manager/Caretaker, representatives of the Governing Body and/or the Diocese's Estates Team will be involved in the selection of contractors to undertake major works. In the case of minor works the Headteacher, School Business Manager and/or Site Manager/Caretaker will ensure that only reputable contractors are engaged.

All contractors will be required to adhere to safe working arrangements and high standards of housekeeping, with an appropriate degree of segregation according to the degree of hazard. Arrangements for the induction of contractors and exchange of health and safety information will be

determined by the School Business Manager and Site Manager/Caretaker, according to the nature of work being undertaken. Contractors sign to confirm that they have been shown the Asbestos Management Plan and Asbestos Register ahead of any works and to ensure the requirements of the AMP are followed.

The school will challenge contractors if there are any concerns regarding health and safety,

4. Control of safe handling and use of hazardous substances

All chemicals held on site relate to cleaning and maintenance. There are no laboratories on site or any pupil access to chemicals. All chemicals are locked away with access solely controlled by the Site Manager/Caretaker. PPE is available and used when needed. COSHH (Control of Substances Hazardous to Health) data sheets are regularly reviewed.

5. Curriculum safety

All teaching staff will be familiar with the school's health and safety policy and complete risk assessments specific to their own curriculum area prior to commencing hazardous activities. Where required to teach certain activities, staff must be appropriately qualified.

6. Display screen equipment (DSE)

For staff who make significant use of DSE, defects in workstations or health concerns should be reported to the School Business Manager or IT Technician.

Staff are encouraged to take regular short breaks from DSE.

HSE guidance is followed and workstation assessments are carried out regularly to ensure the correct controls are 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. Ergonomic assessments are available following an occupational health referral.

7. Electrical equipment

Informal visual inspections of portable electrical appliances are made by users, and any equipment/appliance which is identified as being unsafe is removed from service and reported to the School Business Manager or Site Manager/Caretaker. As part of the induction process, staff are informed of the restrictions regarding bringing personal electrical items to school. Portable appliance testing is undertaken by the Site Manager/Caretaker annually and testing records are kept accordingly.

Fixed wiring Inspection is undertaken every five years by a suitably qualified person or organisation, with remedial work being carried out as necessary.

8. Emergency procedures

Refer to the school's Emergency Plan.

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 School office.

10. First aid

All staff receive basic First Aid training which is refreshed on a regular basis. In addition, some staff are Paediatric First Aid trained, also refreshed regularly. Updates to training are arranged by the office team.

In the event of a serious incident, a member of office team will call an ambulance if required and will call the parents. Where necessary (if the incident is outside, walkie talkies will be used to communicate between the office team and the first aider on scene. A member of the SLT or office team will accompany the child to hospital if the parent/guardian cannot be reached. Medical details from Arbor, the school administration MIS, will be printed and provided to medical professionals.

The First Aid Policy provides further information.

11. Glass, glazing, doors and gates

All glass in doors and side panels and any safety glass are safety glass, or fire rated if within a fire door, 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.

Routine inspection of glass is carried out as part of the termly health and safety inspection of the premises and condition of finger guards and door soft-closing devices.

Day to day concerns should be reported to the Caretaker, Headteacher or School Business Manager.

12. Health and safety advice

Health and safety advice is available from SCC's School's Risk Management team. 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

The caretaker cleans the school each day outside school hours, which minimises the accumulation of rubbish, and risk of slips from wet floor cleaning.

Contracts are in place for the weekly collection of recyclables, refuse and food waste. External waste bins are securely located outside of the school building.

A grit bin is held on site for the clearance of ice and snow, and snow shuffling is undertaken by the caretaker and volunteers under the caretaker's guidance.

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 or if an outbreak occurs.

15. Jewellery

Jewellery should not be worn by pupils except watches and earrings for pierced ears, which must be one pair of small, appropriate studs. Earrings cannot be worn in the swimming pool so children are expected to remove them before entering.

16. Lettings/shared use of premises

Letting agreements reflect the hirer's responsibilities in terms of health and safety information and policies and hirers are expected to hold their own public liability insurance or purchase Surrey CC's insurance via the school.

Where the PTA is the hirer, further responsibilities for the security and safety of premises and equipment may also be agreed.

17. Lone working

Lone working may include late working, weekend working, site manager duties, site cleaning duties, working in a single occupancy office etc. 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.

If lone working is to be undertaken, staff must ensure that they inform a colleague, friend or family member where they are and when they are likely to return. The lone worker will ensure that they are medically fit to work alone,

Since the caretaker is most likely to be lone working, they have a fall alert alarm (SureSafe) which triggers a response from two nominated contacts, a family member and a nominated member of staff. In the event the alarm is triggered, the nominated contacts immediately telephone the caretaker. The alert system also monitors the user's location via the SureSafe mobile app or desktop.

education. Lone working may include late working, weekend working, site manager duties, site cleaning duties, working in a single occupancy office. Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the

18. Long term evacuation plan

Refer to the school's [Emergency Plan](#).

19. Maintenance of equipment

Contracts are in place for the inspection and testing of PE equipment, boiler and heating system, fire alarm and smoke detection, emergency lighting, fire extinguishers and intruder alarm in accordance with published standards. Records of inspection and testing are held in the school office.

20. Management of medicines

Medicines may be dispensed by a member of the office staff at the Headteacher's discretion. Parents are required to fill out the relevant forms detailing the dose and time it is to be given. Under no circumstances should children look after any medicines themselves (with the exception of inhalers when appropriate). Prescribed short-term medication (eg antibiotics) will be given at 11.30am. Parents are welcome to come into school to dispense the medication if it is to be given at a different time. Any medicines must be brought to the school office for safekeeping and are stored in the medicine cupboard. If parents give consent at the time of their child's admission to school, a member of the office staff will administer paracetamol to their child, if deemed necessary. Before doing so, office staff will contact a parent to ensure the restricted dosage is not exceeded.

For all medication we will agree individual arrangements with you, your child and the staff. Children with specific medical needs are identified to staff. Emergency medicines (eg auto-injectors, treatment for asthma or diabetes) may be kept in the office or in the classroom as appropriate. Office staff will record the dispensing of medication.

Refer to First Aid Policy and Supporting Children with Medical Conditions Policy.

21. Manual handling

The Caretaker has undertaken manual handling training.

Activities involving lifting/handling will be managed in accordance with the hierarchy of control measures established by "The Manual Handling Operations Regulations 1992":

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.

Separate assessments and training are maintained for the lifting of pupils.

New staff are advised of the manual handling measures in place as part of the induction.

22. Personal Protective Equipment (PPE)

PPE to be provided free of charge where risk assessment determines it to be necessary. PPE is stored in a safe, secure, and clean environment.

23. Playground safety

Pupil/staff ratio is determined by the Headteacher, Assistant Head and SENCO depending on the needs of the children on roll. Staff follow the Behaviour Policy and Emergency Plan in relation to emergency procedures. The Caretaker and Headteacher are responsible for the maintenance of features and/or play equipment, inspections of grounds, including enclosures, barriers, and ground boundaries.

24. Risk assessments

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

A list of risk assessments is held by the Senior Leadership Team and is available to all staff.

Further information and guidance is available in the health and safety area on Surrey Education Services website. Competent advice is available from SCC's Strategic Risk Management team srm.hands@surreycc.gov.uk.

25. School trips/off-site activities

School trips and off site activities will be risk assessed by the teacher in charge or for regular visits (such as walking to the church or common visits) by the Educational Visits Co-Ordinator (EVC). School trips will be

recorded and approved using the Evolve (Surrey CC) system. Day trips require approval from the EVC and Headteacher. Residential trips require approval from Surrey CC and Headteacher.

Refer to the Educational Visits & Outdoor Education Policy and Emergency Plan for further information. In addition, advice and guidance is available from SCC's Strategic Risk Management team.

The current EVC is Abi Bradbury, Assistant Headteacher.

26. Site security/visitors

The main entrance to the school building is secured by an electronic lock which can only be opened to visitors by staff within school. This entrance can only be exited by pressing the high level button by the door.

All visitors to the school are required to report, in the first instance, to the school office. Visitors from outside agencies are requested to show their identity badges and are always required to wear a school visitor lanyard whilst on school premises. Safeguarding and fire evacuation procedures are included on the lanyard. Where appropriate, the visitor is asked to produce their DBS certificate and any other identification document. A register is kept of all visitors and referred to in the event of a fire. All staff are expected to challenge unknown adults on the school premises if they have not been issued with a visitor lanyard.

Staff enter school through the main door which has an electronic lock and are issued with staff lanyard and access fob. The fob also gives access to the staffroom and the Hub. Keys are issued to those that require them by arrangement with the office. Front gates and side gates are all locked by padlock. Staff are expected to ensure doors and windows must be closed and locked when leaving classrooms at the end of the day.

Refer to the school's [Emergency Plan](#) for evacuation procedures.

27. Smoking and vaping

Smoking and vaping is not permitted on site.

28. Staff consultation

Staff consultation takes place at the first INSET day of the academic year in September. At this meeting 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

New staff are briefed about local procedures by the Assistant Headteacher on induction. This health and safety policy, along with other related documents are available to staff at any time.

Training records are managed by the School Business Manager and training is available through SCC's Strategic Risk Management team.

30. Staff well-being/stress

Arrangements are in place for supporting staff including occupational health and employee assistance programme (EAP). The Headteacher and Governing Body actively promote 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.

A stress risk assessment is in place and recognises that starting the conversation about stress and mental health is an important first step. The school utilises the 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.

Further information is contained the Staff Wellbeing Policy.

31. Swimming pools

Refer to the Pool Safety Operating Procedures.

32. Vehicles on site

Vehicles only enter the school site in exceptional circumstances and under strict control, other than delivery/collection vehicles which may only access the car park area.

33. Violence/school security

The entrance door is kept shut and a fob is needed to access the building. Office staff control visitor access and signing in arrangements. SLT identify staff who are at greater risk of injury and consider special training requirements. All persons entering the school must complete the sign in 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.

Refer to 26. Site security/visitors for further information.

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, and when significant changes have occurred to the water system and/or building footprint. The external specialist is responsible for ensuring that the identified operational controls are conducted and recorded. The risks from legionella are mitigated by the following control measures e.g., monthly temperature checks, weekly flushing of outlets and emergency eye washes, cleaning and descaling of shower heads and taps etc.

35. Working at height

Working at height **should be avoided wherever indicated** by the risk assessment and wherever a suitable alternative course of action is available. Work at height should never be carried out alone and should always be supervised. Training is provided for staff using steps and ladders and other work at height duties, as required, Arrangements for inspecting and recording checks on access equipment are in place; pupils are not permitted to use access equipment; contractors may do so at their own risk and are encouraged to use their own equipment where possible. All other staff have working at height instruction during induction training. If working at a considerable height is required, specially trained contractors are used.

Appendix A: Risk assessments and guidance