



GOSDEN HOUSE SCHOOL ACCESSIBILITY POLICY

Gosden House School recognises and values the contributions that parents, carers, governors and other members of the community can make. We will endeavour to encourage the wider community to understand the aims and vision of the school and to involve them wherever possible.

Provision of information in other formats

We will endeavour, wherever possible, to provide information in alternative formats when required or requested. Examples of this are by using email, royal mail, enlarged print versions, audio tapes, translations, symbolled text. Adequate prior notice would be required through the school office.

Accessibility to premises

To continue to ensure that the school building and grounds are accessible to the extended school community, pupils, staff, governors, parents and community members.

HEALTH, SAFETY AND WELFARE POLICY

This policy is based on a SCC Model Policy

Date of original policy	November 2013
Original school author	Business Manager/ Head teacher
Review date and SLT initial	April 2026 - RS
Next review date	April 2027
To be ratified at next Governors Meeting (May 2065) To be signed By Chair of Govs: D Burr	To be signed by Rebecca Smale (Headteacher) R Smale

Table of Contents

Introduction: A note to Headteachers

Part 1: Health and safety policy statement

Part 2: Organisation and responsibilities

- Employer
- Governing body
- Headteachers
- Deputy headteachers
- Managers
- Teaching staff
- Site manager/ 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 (DSE)
7. Electrical equipment
8. Emergency procedures
9. Fire precautions and procedures
10. First aid
11. Glass, glazing, doors and gates
12. Health and safety advice
13. Housekeeping, cleaning, waste disposal
14. Infection control
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 well-being/ stress
31. Swimming pools
32. Vehicles on site
33. Violence/school security
34. Water management (Legionella)
35. Working at height

Health, Safety and Welfare Policy

Gosden House School

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

The Governing Body and Headteacher of Gosden House 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.

[Insert signature & Date]

[Insert signature & Date]

David Burr, Chair of Governors

Rebecca Smale, Headteacher

Agreed by Headteacher to be ratified at the next Governors Meeting (May 2026)

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

Surrey County Council as the employer in Community and Voluntary Controlled schools 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. Assistant Heads can provide support to Deputy Heads who retain overall responsibility.

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.

Site Manager/Caretaker

The Site Manager/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
Holly Hayward	NEU	Teacher's rep
Charlotte Almond	NEU	Teacher's rep
Marion Dunn	Unison	Support staff rep

Health and safety committee (membership to be determined locally)

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

Where a school has established a health and safety committee, the following is applicable:

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 Rebecca: Smale
- Governor representative: Andrew Simpson
- Health and safety coordinator: Karen Harris
- Heads of department
- Safety representative: Germana Baldini
- Site supervisor: Adam Day
- Caterer in charge: Mel Day (in-house)

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 School Business Manager 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 office and online accident/incident/near miss reports are made through OSHENS. 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. 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

Gosden House 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

Contractors are selected using the LA recommended providers and Gosden House School is part of the Surrey buy back maintenance scheme. Gosden House School also retains a list of contractors, identified and approved by the Headteacher. The site Manager (Adam Day) is responsible for the induction of contractors, arrangements to exchange health and safety information, check and agree safe working arrangements, risk assessments and frequency of liaison meetings. Adam Day is responsible for monitoring contractors working methods, however staff should report any concerns to Adam who will liaise with SCC Land and Property (L&P) department if applicable. Contractors sign to confirm they have been shown Asbestos Management Plan and Asbestos Register ahead of any works, school ensures the requirements of the AMP are followed.

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. Rules on selection and use of substances, hazard data sheets, CLEAPSS Hazcards location, risk assessments, staff training in safe use, selection & use of protective equipment, storage arrangements, staff health surveillance, use of mechanical controls details are kept in the Site Manager's office. Cleaning materials are stored in a locked room on the corridor leading to the Gym, with access for cleaners, site manager and SBM.

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 and are familiar with guidance relating to their own specific areas.

6. Display screen equipment (DSE)

Training for staff who are 'DSE users' on use of Display Screen Equipment (DSE) is completed. 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. Ergonomic assessments are available following an occupational health referral.

7. Electrical equipment

PAT testing is carried out annually, with additional fixed wiring tested every 5 years. All faults are logged and reported to the head teacher by a written report, and through examination by a competent person, who maintains the record of inspection. The Business Manager will be responsible for ensuring that all new staff are aware that they cannot bring electrical equipment into school without the agreement of the Site Manager and that they cannot use any equipment that has not been PAT Tested, furthermore that staff are

responsible for checking that any equipment they use is PAT tested and in date. Defective equipment is reported to the SCC property help desk or a nominated contractor and put out of use until an inspection and repair is carried out.

8. Emergency procedures

Are outlined in the Emergency Plan

9. Fire precautions and procedures

The Headteacher is responsible for arranging and reviewing the school fire risk assessment and action plan. The Site Manager is responsible for procedures to be followed, staff with special responsibilities e.g. fire marshal etc., assembly points, maintenance of fire exits /escape routes, maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, testing of break glass points, testing of emergency lighting etc. Fire drills are carried out termly and recorded electronically on the maintenance report and in the fire log book located in the front office.

10. First aid

We have a medical policy in place. Medical needs are assessed and individual care plans in place. We have named trained first aiders. Each class has a first aid box. Class teams are responsible for checking and restocking. We have an emergency plan in place for an emergency and have identified staff who summons the ambulance, who contacts parents and who accompany children to hospital. We have named staff trained in managing and supporting asthma, allergies and epilepsy.

11. Glass, glazing, doors and gates

All glass in doors, side panels are 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. Routine part of termly health and safety inspection of the premises includes review of glass status (i.e., chipping, cracking etc). Where glass cannot be replaced due to Grade II listing it is covered with a protective film if in a dangerous location (i.e can be accessed easily by children)

12. Health and safety advice

Competent health and safety advice is available from SCC's School's Risk Management team for maintained schools. 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

Premises are kept clean, rubbish is regularly (daily) disposed of in external Surrey County Council waste bins, which are located in the back kitchen courtyard. Care is taken to wrap glass and other sharp objects before disposal. Cones and notices are employed to make staff and children aware that floors have been recently cleaned and are a slip hazard. [contractors]

14. Infection control

The school follows DfE guidance <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities> when responding to infection control issues and encourages staff and pupils to follow good hygiene practice. Arrangements for managing a range of common and important infections are implemented with guidance available from regional health authorities. The assistant head teacher 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

Surrey County Council guidelines are followed and all jewellery must be removed for PE.

16. Lettings/shared use of premises

Surrey County Council guidelines are followed for all lettings and shared use. Copyright licenses have been obtained. Refer to Lettings Policy.

17. Lone working

Safe working practices/ rules for staff who work alone have been discussed with staff. All staff have agreed to ensure that they do not work at school without a member of family or friend knowing. No high risk activities will be undertaken by lone staff. The sign-in system is used for out-of-hours access.

18. Long term evacuation plan

Refer to Emergency Plan. Copies of the plan are always available in: the Head teacher's office, the front admin office, the Business Manager's office and the Site Manager's office.

19. Maintenance of equipment

All PE + DT equipment is serviced annually by Surrey County Council contract. Fire alarms and smoke detectors serviced quarterly.

20. Management of medicines

We have individual care plans in place for those students with identified medical needs and staff trained to administer medication. Each class has a secure medical box and key safe where medication is stored. We record all medication given on a medical administration record form which is uploaded onto CPOMS half termly.

We have two medical information boards identifying all children with medical needs and care plans. Each class has a copy of their students' care plans and medical needs.

21. Manual handling

Site staff involved in lifting and shifting are trained, and risk assessments are in place. All staff have manual handling training on induction and refresher every September training day. The school follows SCC guidance on pupil restraint and physical intervention. Some staff have additional training in de-escalation and Positive Touch and use according to agreed procedures in individual behaviour plans.

22. Personal Protective Equipment (PPE)

The Site Manager is responsible for the selection of equipment which is suitable, arrangements for periodic checking and maintenance of equipment, ensuring proper use, supervision. PPE is provided free of charge where risk assessment determines it to be necessary.

23. Playground safety

Outlined in the playground risk assessment

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. 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

Refer to educational visits policy

26. Site security/visitors

All visitors to be 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. 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 them whilst on school premises.

27. Smoking

Is not permitted on site, in line with SCC staff code of conduct

28. Staff consultation

Staff consultation takes place during the first September INSET Day each school year. 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

Annual refresher training is provided to all staff every September. The induction training pack and induction procedure includes Health and Safety training.

30. Staff well-being / stress

School and SCC arrangements are in place for supporting staff including Occupational Health and the Employee Assistance Programme (Care First). The Head teacher 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. Refer to Staff Wellbeing policy.

31. Vehicles on site

All deliveries during school hours must be supervised at all times. All cars must park in designated areas. In the mornings - taxis and minibuses must drop pupils off at specified drop-off point. In the afternoons collecting taxis/ minibuses must arrive on the playground and remain parked until all pupils are safely seated in vehicles. Access gate to playground will be closed at 2.45pm and only re-opened when all children are safely in vehicles. Pupils will always be supervised when walking near parked cars. All pupils will follow safety instructions for walking around the mini-roundabout (i.e. follow designated safe footpath).

32. Violence/school security

The school gates are secure between the hours of 6pm and 7.30am. Staff arriving before this time are aware of the code. Visitors must report to the Reception and complete the sign in book (E-reception) and given a Visitors lanyard. Lanyards are colour coded. Staff have a personal lanyard with a photograph. Visitors with DBS's have Green lanyards with 'Visitor' on them. Visitors with no DBS are given a Red lanyard and are accompanied by a member of staff at all times. Fire exits are kept closed and clutter free at all times. Upon leaving the school Visitors sign out and return their lanyard. There are photographs of the DSL's around school so if there is any concern visitors know who to speak to. Gosden House has an accident reporting procedure in place. (OSHENS).

33. Water management (Legionella)

The school complies with legislation surrounding water management as detailed in the COSHH Regulations and Approved Code of Practice L8. A water risk assessment is undertaken by an external specialist periodically, and when significant changes have occurred to the water system and/ or building footprint. The external specialist is responsible for ensuring that the identified operational controls are conducted and recorded. The risks from legionella are mitigated by the following control measures: Monthly temperature checks, weekly flushing of outlets and emergency eye washes, cleaning and descaling of shower heads and taps etc. The Site Manager is trained in Water Management.

34. 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, rules on using access equipment, arrangements for inspecting and recording checks on access equipment, restrictions on use by pupils, contractors etc. All site staff have working at height instruction. If considerable working at height is required, specially trained contractors are used.

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

Breakfast club

Conflict of gym equipment and lighting rig or projector

Contractors on site

COSHH

Fireworks

First Aid

Ionising and non-ionising radiation

Manual handling

Moving and handling

Outdoor education and off-site trips and visits

PE Gymnastics

Stress

Violence at work

Vulnerable workers

Water safety

Work at height