



NESSS

NORTH EAST SURREY
SHORT STAY SCHOOL

HEALTH & SAFETY POLICY

1st September 2025- 1st September 2026

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Health, Safety and Welfare Policy

North East Surrey Short Stay School

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

The Management Committee and Headteacher of North East Surrey Short Stay 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.

S J Price



September 2025

September 2025

Steve Price, Chair of Management Committee

Nick Elliott, Headteacher

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 management committee 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 management committee

Strategic responsibility for health and safety lies with the management of the school either as the employer of school staff, or because it controls school premises (or both). The role of the management committee 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 management committee further ensures as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the health and safety policy.

The management committee 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 committee members/staff
 - Revision of policy/procedure
2. Nominate a health and safety committee member as the link between the management committee and the wider school community, who will stay up to date with school health and safety initiatives and inform the management committee 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 management committee 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/management committee of any health and safety issue where their support or intervention, either through system or finance, is necessary and appropriate to affect the requirements of this policy. They will ensure that:

1. The contents of this policy 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 system
 - 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 management committee members.
13. The school cooperates and participates in Surrey County Council's health and safety monitoring arrangements.
14. The school cooperates and participates in Surrey County Council's health and safety monitoring arrangements.
15. An Educational Visits Coordinator (EVC) is appointed and trained accordingly.
16. Contractors (including catering, cleaning, and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
17. 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.
18. Emergency/fire arrangements are formulated and reviewed as necessary and tested at least termly.
19. 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.
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.

Line 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:

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

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

Health and safety co-ordinator – Sarah Huff

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.
14. 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.
15. 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.

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.

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.

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 Inclusion Managers 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 Health and Safety Co-ordinator or Headteacher will contact the [SRM team](#) for support and advice in the first instance.

Accidents are reported to the Management Committee as part of the termly Health and Safety and Premises report.

Notifying parents:

The class teacher or member of the school office team will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

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.

- The School Business Manager is responsible for ensuring that the school Asbestos Log is read and signed by all contractors prior to starting any work on the premises.
- Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the Headteacher/Deputy Headteachers or School Business Manager.
- Staff must report any damage to asbestos materials immediately to the Headteacher.
- Where damage to asbestos material has occurred the area must be evacuated and secured. The Headteacher will immediately notify the Head of the Management Committee by telephone.

Contractors/Visitors

Contractors are selected by the school (by tender if required) through the School Business Manager. This is for any maintenance work carried out on the premises. All health and safety arrangements for safer working practice are agreed beforehand at planning meeting and are monitored by the Headteacher or school business manager.

Contractors are asked to read the asbestos register before any works are carried out.

All visitors must sign in and out of the school reception desk. This includes parents and teachers. A badger will be issued which must be worn at all times in school. Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

Control of safe handling and use of hazardous substances

Cleaning materials are stored in a locked cupboard under the supervision of the cleaning contractor.

Safety data sheets for the premises are kept within the COSHH folder located in reception at each site. Information and risk assessments about hazardous substances is kept in the COSHH folder alongside the safety data sheets.

The School Business Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Headteacher. The School Business Manager will complete an assessment for any authorised products.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision. These will include such items as:

- Spirit based marker pens
- Corrective fluid
- Aerosol paints

All the above should be used in a well-ventilated area.

Curriculum safety

The Deputy Headteachers are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS, BAALPE and other lead bodies should be adopted as appropriate.

Display screen equipment (DSE)

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.

The Headteacher is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.

Regular laptop users will be provided with docking stations.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

Staff are instructed to take regular breaks and report any defects to the workstation to a member of the Senior Leadership team.

Staff are to report to the school business manager if there are health concerns when using the display screen equipment.

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.

Electrical equipment

The School Business Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay. This is currently purchased through Surrey County Council buyback programme.

The School Business Manager will also ensure that all portable electrical equipment is tested in accordance with the timescales displayed in the schools works schedule.

All staff must be familiar with school procedures and report any problems to the School Business Manager. Staff are reminded that they must not bring electrical equipment into school without the permission of the Headteacher.

Defective equipment is reported to the SCC property help desk and put out of use until an inspection and repair is carried out.

Fire precautions and emergency procedures

The Headteacher is responsible for ensuring:

- That a Fire Risk Assessment is completed and reviewed annually.
- That the school emergency plan and evacuation procedures are regularly reviewed.
- The provision of fire awareness training to all staff.
- That an emergency fire drill is undertaken every term.
- The preparation of specific evacuation arrangements for staff and/or pupils with special needs.

The School Business Manager is responsible for:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the firefighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work.

All staff must be familiar with the school Fire safety risk assessment, the school emergency plan and evacuation procedures.

Fire precautions and procedures

The Headteacher is responsible for arranging and reviewing the school fire risk assessment and action plan. The Headteacher is responsible for ensuring that Fire drills are completed termly, and that staff with fire marshal responsibilities carry out annual training and that all staff are aware of each site's assembly points.

The School Business Manager ensures:

- Maintenance of fire exits /escape routes
- Personal emergency evacuation plans (PEEP) are completed where necessary.
- Maintenance of fire extinguishers occurs annually.
- Weekly onsite testing of fire alarm call points and six-monthly maintenance checks are completed by an approved contractor.
- Monthly onsite testing of emergency lighting and a yearly maintenance check are completed by an approved contractor.

The fire book is located in the Inclusion Managers Office at Hersham and Reception at Staines.

First aid

The names of the school's qualified First Aiders are displayed on the notice board in the Staff Room.

First Aid supplies are kept in the Inclusion Managers' office and it is the responsibility of the school First Aiders to ensure that stocks of supplies are kept up to date.

All staff must be familiar with the school arrangements for First Aid.

The School Business Manager is responsible for ensuring there are adequate First Aid trained staff onsite and that training is completed every three years.

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. Routine part of termly health and safety inspection of the premises includes review of glass status (i.e., chipping, cracking etc).

Health and safety advice

As a maintained school competent health and safety advice and resources is provided by SCC's School's Risk Management team and through their website Surrey Education Services.

Housekeeping, cleaning, and waste disposal

The school enlists the services of external cleaning companies to ensure the premises are kept clean. Accumulated rubbish is disposed of an appropriate manner. Wet floor cleaning is carried out at the end of the day to minimise risks of slips. Wet floor signs are put in places, where wet surfaces present a risk of slipping to staff and pupils, until such a time when the risk is minimised.

A sharps bin is provided at each site as means of disposing of glass and other sharp objects.

Each site has a salt bin for snow shifting and the school have a contract with Veolia for external waste collection. Collections are weekly.

The external waste bins are in the garden area at Staines and at the front of the property at Hersham.

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. Guidance will be sought from the Health and Safety team at SCC if an outbreak was to occur.

Lone working

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Facilities and cleaning contractors may be regularly lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Any member of staff working after hours must notify a member of SLT with their location and intended time of departure. Staff member lone working must inform SLT when they have left the building. This is to be followed by SLT if no communication has been received within 30 minutes of intended departure.

Lone workers should not undertake any working at heights or other activities which present a significant risk of injury.

The lone worker will ensure that they are medically fit to work alone.

See the schools' Lone Working risk assessment for further information on Lone Working.

Long term evacuation plan

In case of a long-term relocation due to a gas leak, fire etc the following sites have agreed for temporary use of their premises.

The emergency premises for Staines is Matthew Arnold School.

The emergency premises for Hersham is Three Rivers School.

Senior Leadership team to ensure contact numbers for parents are accessible, all school mobile phones are taken to the new sites and any student medicine is transported to the new premises.

Maintenance of equipment

The PE teachers are responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils.

Risk assessments are completed for PE activities and all staff must be familiar with these.

All PE equipment must be visually checked before lessons and returned to the designated store area after use.

Pupils must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the Deputy Headteacher.

Deputy Headteachers will be responsible for undertaking weekly checks of the outside areas.

Outdoor equipment is formally inspected annually by a competent contractor.

Management of medicines

No pupil is allowed to take medication on the school site without a letter of consent from their parent/carer.

Staff must notify the Headteacher if they believe a pupil to be carrying an unauthorised medicines or drugs.

The school policy for First Aid provides detailed guidance and all staff should be familiar with this policy.

Medicines and the Pupils Health and Administration of Medicines folder are kept in a locked facility at both sites. At Hersham this is in the First Aid room and at Staines this is in reception.

Manual handling

The Headteacher will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the School Business Manager for assistance.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

Personal Protective Equipment (PPE)

Where the need for PPE has been identified in Risk Assessments, it is the Headteachers' responsibility to ensure adequate supplies of suitable PPE.

Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health.

Any staff member or pupil who refuses to use the PPE may be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the Headteacher.

Playground safety

All faulty equipment must be taken out of use and reported to the School Business Manager, Staff must not attempt to repair equipment themselves.

Risk assessments

It is the Headteacher's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

The Headteacher is responsible for undertaking general risk assessments with the exception of the areas listed below.

Teachers will undertake risk assessments for their specialist areas.

The School Business Manager will undertake risk assessments for maintenance and cleaning.

The EVC will ensure that risk assessments are completed by all staff who organise and lead school visits.

See Appendix A attached for a list of assessments that support these arrangements. Competent advice is available from SCC's School's Risk Management team.

School trips/off-site activities

The EVC will ensure that risk assessments are completed by all staff who organise and lead school visits.

Headteacher or Deputy Headteacher has attended training and is EVC trained. Trip organisers must submit a completed Change of Timetable Request form (CTR) at least two weeks prior to the trip. This will include a detailed risk assessment of the trip considering medication, challenging pupils,

pupil/staff ratio and travel details. The EVC will review the CTR and make the decision as to the viability of the trip and advise the organiser. Where appropriate they will consult the Headteacher.

Any trip involving adventurous activities, those involving water sports must have the approval of the EVC, the Headteacher and SCC's Outdoor Education Advisor.

Competent advice and guidance can be sought from SCC's School Risk Management team.

Smoking

The school operates a 'No smoking' policy on school premises in line with government legislation.

Staff consultation

Staff can raise issues of concerns to any member of SLT or through the Health and Safety Co-ordinator.

Staff consultation takes place at inset training each school year. At this meeting staff are informed about health and safety issues, how to raise concerns.

Termly reminders are made to the staff to ensure health and safety remains a key focus for all staff.

Staff health and safety training

The Headteacher is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

All new staff will receive specific information and training as part of the school induction process.

All staff will receive fire awareness training on an annual basis.

Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and Safety will be a regular agenda item for staff meetings and on the September INSET day in each new school year.

For certain activities such as use of hazard substances, working at heights and use of VDU's specific training and risk assessments will be completed.

Staff well-being / stress

The School Management Committee members and Headteacher are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.

- Individual support, mentoring and referral to outside agencies where appropriate.

The school buys into an Employee Assistance Programme and Occupational Health for all staff.

Vehicles on site

All transport safety in association with pupil transport are overseen by SCC. They ensure that drivers are licenced and operate periodic checks.

Violence/school security

The Headteacher, members of the Senior Leadership Team and School Business Manager are responsible for the security of the school site and will undertake regular checks of the boundary walls/fences, entrance points, outbuildings and external lighting.

The Headteacher, Deputy Headteachers and School Business Manager are responsible for the security of the site during and school use.

Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.

If an intruder becomes aggressive staff should seek assistance and look to initiate lockdown.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in the reception area of the school where assistance is available. The Headteacher should be notified in advance of these meetings where possible.

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; a written scheme of control sets out how the risks are properly managed and controlled.

The school buys into SCC property buyback for Water management. They ensure that the identified operational controls are conducted and recorded. The School Business Manager ensures that the monthly temperature checks, weekly flushing of outlets and emergency eye washes, cleaning and descaling of taps occur. The Headteacher and School Business Manager complete annual Legionella training on the school training platform.

Working at height

The School Business Manager is responsible for the purchase and maintenance of all ladders in the school.

All ladders conform to BS/EN standards as appropriate.

The School Business Manager is also responsible for completing risk assessments for working at heights tasks in the school.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.

If staff need to hang decorations or displays then a step stool or small ladder must be used. Standing on desks, chairs or other furniture is not permitted.

No working at heights is to be completed when alone. If planning to use a step ladder, staff are to ask the School Business Manager to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

Knees should be no higher than the top platform of the ladder.

Never overreach. Try always to keep one hand free on the ladder to steady yourself.

Inclusion

The Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with SEN.

All teaching and support staff must be given any information about a pupil's needs and receive such training as it necessary for them to be able to support the pupil's learning, social and personal needs.

The Headteacher and Deputy Headteacher must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEN. No pupil should be excluded from any activity on the grounds of health and safety unless this absolutely unavoidable.

Where it is considered essential to exclude a pupil for all or part of activity this exclusion must be authorised by the Headteacher.

Site Maintenance

The School Business Manager is responsible for ensuring the safe maintenance of the school premises and grounds for ensuring cleaning standards are maintained.

They will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Headteacher.

All staff are responsible for reporting any damage or unsafe conditions to the School Business Manager immediately. All issues, queries and problems must be logged via email and reported to the School Business Manager by mobile if the matter is urgent.

Appendices

Appendix A: Risk assessments, policies and guidance

List of risk assessments, policies, and procedures to complement this policy.

- Adverse weather
- Animals in schools
- Contractors on site
- COSHH
- First Aid
- Manual handling
- Moving and handling
- Outdoor education and off-site trips and visits
- PE Gymnastics
- Stress
- Violence at work
- Water safety
- Work at height