THAMESFIELD COLLEGE

CHANGING LIVES | CREATING FUTURES

Health and Safety Policy

For implementation from September 2026

Prepared for Thamesfield College

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Health and Safety Policy

Changing Lives | Creating Futures

Policy statement
Thamesfield College will manage health, safety and welfare sensibly and proportionately. The school will focus on real risks, provide safe systems of work and protect employees, pupils, visitors and others who may be affected by its activities.

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Employer	Surrey County Council
Policy owner	Sarah Huff, School Business Manager and Health and Safety Coordinator
Approved by	Management Committee
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1 Statement of general policy

The Management Committee and Headteacher of Thamesfield College:

recognise and accept their responsibilities, so far as is reasonably practicable, to provide a safe and healthy working and learning environment for employees, pupils, visitors and others affected by school activities;

will act in accordance with Surrey County Council's health and safety policy, standards and guidance;

recognise that good health, safety and wellbeing support effective education, attendance and organisational performance;

will identify and control significant risks systematically while avoiding unnecessary bureaucracy and risk aversion;

will provide appropriate information, instruction, training, supervision, equipment and welfare arrangements;

will maintain safe premises, access, plant, equipment and working practices;

will consult employees and recognised representatives on matters affecting their health and safety; and

will expect employees, contractors, volunteers and visitors to cooperate with the school's arrangements and take reasonable care of themselves and others.

Risk assessments will identify significant hazards and practical controls. Their findings will be shared with those who need to act on them and incorporated into working arrangements. Health and safety is intended to enable safe, ambitious learning, not to remove all challenge or prevent worthwhile activity.

	Name and role	Signature and date
For the Management Committee	Steve Price, Chair of the Management Committee	
For the school	Nick Elliott, Headteacher	

2 Organisation and responsibilities

2.1 Surrey County Council as employer

Surrey County Council is the employer and retains overall legal accountability for the health and safety of employees and others affected by the school's work. It sets policy and standards, monitors implementation and provides competent advice through Schools Risk Management. Day-to-day functions are delegated to the Headteacher and school leaders, but the employer's legal accountability cannot be delegated.

2.2 Management Committee

approve this policy and monitor its implementation;

support and challenge the Headteacher on proportionate management of significant risks;

ensure sufficient resources are allocated within the delegated budget;

receive a termly health and safety and premises report and keep health and safety on the agenda of each full meeting;

consider incident trends, statutory compliance, training and significant premises issues; and

review the policy annually and following significant change or incident.

Noel Pereira is the Management Committee's designated health and safety link member.

2.3 Headteacher

The Headteacher is responsible for the day-to-day leadership of health and safety across both sites and school-led on-site and off-site activities. The Headteacher will:

implement Surrey and school policies and ensure responsibilities are understood;

ensure significant risks are assessed and suitable controls implemented, monitored and reviewed;

ensure appropriate supervision, staffing, information and training;

maintain arrangements for statutory inspections, maintenance and compliance;

ensure accidents, incidents, violence and relevant near misses are recorded, investigated and reported;

maintain emergency, fire, lockdown and business-continuity arrangements;

appoint competent leads, including a Health and Safety Coordinator and Educational Visits Coordinator;

manage contractors and authorised visitors appropriately;

cooperate with Surrey monitoring and seek competent advice where necessary; and

report termly to the Management Committee.

2.4 Deputy Headteacher and senior leaders

The Deputy Headteacher assumes the Headteacher's operational responsibilities in their absence. Senior leaders support implementation across their areas, ensure staff understand local controls and respond promptly to hazards, incidents and concerns.

2.5 Line managers and curriculum leads

apply the school's risk-assessment process within their areas;

implement and review controls and remove unsafe equipment from use;

ensure staff, including temporary and agency staff, receive relevant information and induction;

identify training needs and raise them with senior leaders;

ensure accidents, incidents and relevant near misses are reported; and

consult staff and provide pupils with appropriate safety instruction.

2.6 Teaching staff including supply staff

provide effective and appropriate supervision;

give safety instructions before practical or higher-risk activities;

follow subject-specific risk assessments, manufacturer instructions and recognised professional guidance;

use and check guards, protective equipment and other safety controls;

follow fire, evacuation, lockdown, security and first-aid procedures; and

report defects, accidents, incidents and near misses promptly.

2.7 Health and Safety Coordinator

Sarah Huff, School Business Manager, is the Health and Safety Coordinator and delegated operational lead. She coordinates health and safety, human resources and financial compliance on behalf of the Headteacher. Her duties include:

maintaining an overview of this policy, supporting risk assessment and identifying deficiencies;

coordinating statutory inspections, assessments, maintenance records and contractor controls;

maintaining asbestos, fire, water, electrical, premises and training records;

coordinating local inspections and ensuring reported hazards are addressed or escalated;

supporting accident and incident reporting, investigation and OSHENS administration;

coordinating fire drills, alarm and emergency-lighting checks; and

reporting unresolved or significant risks to the Headteacher and obtaining competent advice.

2.8 Educational Visits Coordinator

Dan Gunn is the Educational Visits Coordinator. He oversees planning and approval of visits, ensures suitable risk assessment and staffing, and uses EVOLVE for trips and adventurous activities in accordance with Surrey requirements.

2.9 All employees volunteers and temporary staff

take reasonable care of their own health and safety and that of others;

cooperate with the employer and school arrangements;

follow risk assessments, safe systems of work, training and instructions;

use protective equipment and safety devices correctly;

report hazards, defects, accidents, incidents, violence and near misses promptly; and

raise concerns with their line manager, senior leader or Health and Safety Coordinator.

3 Arrangements and procedures for health safety and welfare

This Part 3 incorporates the arrangements from pages 9 to 20 of the former policy, updated for Thamesfield's current structure, sites and associated policies. It supplements Surrey County Council policy and guidance; detailed procedures and risk assessments are maintained separately.

3.1 Accident incident violence and near miss reporting

Routine first-aid treatment is recorded in the dedicated site first-aid book in accordance with Policy 0004. Significant incidents are reported through OSHENS, including incidents requiring more than basic first aid, physical assault, threats or significant verbal abuse, relevant near misses and specified dangerous occurrences. Reports will be reviewed and signed off within seven days where reasonably possible.

RIDDOR reports will be made only where the statutory criteria are met. Surrey Schools Risk Management will be consulted and any RIDDOR submission attached to the OSHENS record. Pupil accident records will be retained until at least the pupil's 21st birthday and adult or employee records for at least three years, or longer where another requirement or active claim applies.

Parents or carers are informed following significant incidents and every known or suspected head injury, in accordance with Policy 0004.

3.2 Asbestos

A written Asbestos Management Plan and register are maintained for each site and reviewed at least annually and after significant change. Sarah Huff coordinates the local arrangements. A suitably trained deputy will provide cover where required. Known asbestos-containing materials are reinspected by a competent surveyor at the required interval.

No work affecting the building fabric may begin until the asbestos information has been checked and any necessary survey completed.

Contractors must read and sign the relevant asbestos register before starting applicable work.

Staff must not drill, pin, screw or otherwise disturb walls, ceilings or building fabric without authorisation.

Damage or suspected disturbance must be reported immediately; the area will be isolated and competent advice obtained.

3.3 Contractors and visitors

Contractors are selected and managed through the School Business Manager. Competence, risk assessments, safeguarding, site rules, asbestos information, emergency arrangements and any permit requirements will be considered before work begins. Contractor activity will be monitored proportionately.

Visitors must sign in and out at reception, wear the issued identification and follow staff instructions. Relevant emergency, safeguarding and site-specific safety information will be provided.

3.4 Hazardous substances

COSHH folders and safety data sheets are held at reception at both sites. Hazardous cleaning and maintenance products are assessed before use, stored securely and used only by authorised persons in accordance with instructions and training. External cleaning contractors must maintain suitable controls for their products. Staff must not introduce hazardous substances without approval from the School Business Manager.

3.5 Curriculum safety

Teachers leading Food, Design and Technology, Construction, Physical Education, Outdoor Learning and other practical activities are responsible for activity-specific risk assessment and safe delivery, overseen by senior leaders. Current CLEAPSS, afPE, OEAP, manufacturer and other relevant professional guidance will be followed. Pupils will receive suitable instruction and supervision.

3.6 Display screen equipment

DSE assessments will be completed for regular users and reviewed following significant change or reported difficulty. Suitable workstations, docking equipment and adjustments will be provided where needed. Regular users may request an eyesight test in accordance with the school's arrangements. Staff should take appropriate breaks and report concerns or defects to the School Business Manager.

3.7 Electrical safety

The fixed electrical installation will be inspected at the required interval by a competent person. Portable equipment will be inspected and tested according to risk and the school's maintenance schedule. Defective equipment must be isolated, labelled and removed from use. Personal electrical equipment must not be brought into use without authorisation.

3.8 Fire emergency and lockdown

The Headteacher leads the school's fire and emergency arrangements. Fire risk assessments are reviewed annually and after significant change. Evacuation drills take place termly, fire alarm call points are tested weekly and emergency lighting is tested monthly, with competent contractor servicing at the required intervals. Personal Emergency Evacuation Plans are completed where necessary.

Fire records are held in the Inclusion Manager's office at Hersham and reception at Staines. Staff must know site evacuation routes and assembly points. The formal lockdown procedure is reviewed and practised annually.

3.9 First aid and medical accommodation

First-aid provision, equipment, AEDs, records, training and parental notification are governed by Policy 0004 First Aid. The Hersham medical room is beside the Deputy Headteacher's office. Reception is the first-aid contact point at Staines; the suitability of available accommodation, handwashing and nearby toilet access is reviewed through the annual first-aid needs assessment.

3.10 Glazing doors gates and access

Glazing, doors, gates, access and finger-trapping risks are considered through premises inspections and maintenance. Damaged glazing, defective doors or insecure access points must be reported immediately and controlled until repaired.

3.11 Housekeeping cleaning waste and sharps

External cleaning contractors provide services at both sites. Premises will be kept orderly and waste disposed of safely. Wet floors will be controlled and signed. Dedicated sharps bins are available at both sites and must be used for appropriate sharp items. External waste and winter-weather arrangements are monitored by the School Business Manager.

3.12 Infection control

The school follows current UK Health Security Agency and Surrey guidance. Appropriate hygiene, cleaning, ventilation, exclusion and communication measures will be used. Significant outbreaks will be managed with advice from relevant public-health and Surrey services.

3.13 Lone working

Staff working alone or after hours must tell a senior leader their location and intended departure time and confirm when they leave. If confirmation is not received within 30 minutes, the senior leader will follow up. Lone workers must not undertake work at height or other higher-risk activity, and must be medically fit for the work. Further controls are set out in the Lone Working Risk Assessment.

3.14 Extended evacuation and temporary relocation

If a site cannot be occupied, the current planned temporary locations are Matthew Arnold School for Staines and Three Rivers Academy for Hersham. Senior leaders will coordinate communication, registers, school telephones, essential medication, transport and safeguarding. The suitability and availability of these arrangements will be checked periodically through the emergency plan.

3.15 Equipment and premises maintenance

Statutory inspections and compliance checks are purchased from Surrey County Council and completed by competent providers. Sarah Huff coordinates records, remedial action and routine local monitoring. Staff must report defects promptly and urgent hazards directly by telephone or in person as well as through the normal reporting route.

PE and gym equipment is visually checked before use and formally inspected annually by a competent contractor. There is no fixed outdoor play equipment. Unsafe equipment must be removed from use and reported.

3.16 Medicines and allergies

Medicines, individual healthcare plans and emergency medication are managed under Policy 0008 Supporting Pupils with Medical Conditions. Allergy and anaphylaxis arrangements are governed by the separate Allergy and Anaphylaxis Policy. Medicines are stored securely at Hersham in the medical room and at Staines in reception, with access limited to authorised staff.

3.17 Manual handling

Significant manual-handling tasks will be avoided where reasonably practicable or risk assessed and controlled. Staff must not attempt to move heavy or awkward items alone. Suitable assistance, equipment, information and training will be provided. Pupil moving and handling needs will be planned individually where required.

3.18 Personal protective equipment

Suitable PPE identified by risk assessment will be provided, maintained and stored appropriately. Employees and pupils must use it as instructed. Defective or missing PPE must be reported and the activity stopped where adequate protection is unavailable.

3.19 Risk assessment

The Headteacher ensures that significant risks are identified and assessed. Sarah Huff coordinates the school-wide system. Subject teachers assess specialist curriculum activity; the EVC oversees visits; and relevant managers assess premises, cleaning, staffing and operational activity. Assessments will be proportionate, communicated to those affected and reviewed following change, incident or evidence that controls are ineffective.

3.20 Educational visits off-site activity and outreach

Dan Gunn, EVC, oversees educational visits. Visit leaders must plan sufficiently in advance, consider pupil needs, medication, behaviour, transport, staffing and emergency arrangements, and submit the required information through EVOLVE for visits and adventurous activities. Higher-risk or adventurous activities require the appropriate Surrey approval and competent advice.

When Thamesfield staff work on another school's premises, they will follow the host school's site and emergency arrangements while also reporting serious incidents affecting a Thamesfield employee or pupil to Thamesfield.

3.21 Smoking and vaping

Smoking and vaping are prohibited in school buildings, grounds and school vehicles. Any individual healthcare or cessation support will be managed separately and does not alter this site rule.

3.22 Staff consultation information and training

Staff may raise concerns with their line manager, any senior leader or the Health and Safety Coordinator. Health and safety information is included in induction and the September staff conference and reinforced through meetings and briefings. Training needs are reviewed annually, with role-specific training and retraining provided as required. Records are maintained centrally.

3.23 Staff wellbeing and stress

The Management Committee and Headteacher will manage work-related stress through clear roles, good communication, reasonable workload planning, consultation, training and appropriate support. Thamesfield provides access to an Employee Assistance Programme and Surrey Occupational Health. Individual support and workplace adjustments will be considered where appropriate.

3.24 Vehicles and pupil transport

Surrey County Council arranges most commissioned pupil transport. Thamesfield staff may transport pupils only where authorised and where parental consent has been obtained through the home-school administration pack. Drivers must hold a valid licence, appropriate insurance including business use, a valid MOT where required, and use a suitable roadworthy vehicle with seatbelts. Journeys will be planned and risk assessed proportionately.

3.25 Violence security and challenging meetings

Senior leaders and the School Business Manager coordinate site security. Staff must challenge or report unidentified visitors safely and follow lockdown arrangements where necessary. Physical assault, threats and significant verbal abuse are reported through OSHENS.

Known concerns about a parent or visitor will be shared with relevant staff before a meeting. A senior leader will decide proportionate controls, which may include the location, staffing, timing, access arrangements or additional

support. A separate written risk assessment will be completed where the level or complexity of risk makes one necessary.

3.26 Water management

A competent specialist will complete and periodically review the Legionella risk assessment and written control scheme, including after significant changes to the building or water system. Thamesfield undertakes and records the routine monitoring identified by that scheme, including flushing, temperature checks and cleaning or descaling as required. Sarah Huff coordinates records, actions and escalation.

3.27 Working at height

Work at height will be avoided where reasonably practicable and otherwise planned and risk assessed. Only suitable inspected steps or ladders may be used; standing on furniture is prohibited. Staff must not overreach or undertake higher-risk work at height while alone. Contractors will be used where the work exceeds staff competence or equipment.

3.28 Inclusion and individual needs

Health and safety arrangements will support access, inclusion and reasonable adjustments. Staff will receive relevant information and training about individual pupil needs. Risk assessment will be adapted where necessary without using health and safety as an unjustified barrier to participation. Any restriction must be necessary, proportionate and authorised by a senior leader.

3.29 Site maintenance and statutory checks

Sarah Huff coordinates safe maintenance of the premises and grounds, the programme of statutory checks and follow-up action. Surrey County Council services undertake the purchased statutory inspections. Routine local observations and staff reports supplement these checks. Where a defect cannot be corrected immediately, the area or equipment will be made safe, access restricted if necessary and the matter escalated.

4 Monitoring approval and review

The Management Committee approves this policy and receives termly assurance through the health and safety and premises report. Sarah Huff and Noel Pereira will support the annual operational review. The policy will be reviewed annually and earlier following legislative or Surrey policy change, a serious incident, significant premises or organisational change, or evidence that arrangements are ineffective.

Appendix A Supporting policies risk assessments and guidance

This policy is supported by current local documents and Surrey guidance, including:

Policy 0004 First Aid;

Policy 0008 Supporting Pupils with Medical Conditions;

Allergy and Anaphylaxis Policy;

Educational Visits arrangements and EVOLVE;

Fire Risk Assessments, Emergency Plan and Lockdown Procedure;

Asbestos Management Plans and registers;

Legionella Risk Assessment and written control scheme;

COSHH assessments and safety data sheets;

Lone Working Risk Assessment;

risk assessments for adverse weather, contractors, curriculum activities, manual handling, stress, violence, transport, water safety and working at height;

DfE Health and safety responsibilities and duties for schools;

HSE sensible health and safety management in schools;
Surrey County Council Health and Safety Policy, model policy and Schools Risk Management guidance;
CLEAPSS, afPE and OEAP guidance where relevant; and
DfE Good estate management for schools.