



NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL

Health, Safety and Welfare Policy

Vision

We fully embrace the vision stated in the Church of England's Vision for Education 'Deeply Christian Serving the Common Good' published in July 2016 of educating the whole person. We aim for our children and members of the wider school community to flourish in all they do and '**live life in all its fullness**'. (John 10:10)

Values

- We are a church school, which believes in the importance of **community**, where people from all races, religions and cultures act in **peace** together.
- Our pupils, staff and families work together as a team, with **wisdom** supporting each other through our learning. We have **hope** in our challenges and in our successes.
- We recognise the **dignity** and ultimate worth of each person, created in the image of God, further shaped by the person, teaching and example of Jesus. We look to the future with **joy**.

Policy Reviewed: January 2023

Next Review: January 2024

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

The Governing Body and Headteacher of Nutfield Church (C of E) Primary School:

1. Recognise and accept their responsibilities to provide and maintain a safe and healthy environment, ensuring the welfare of all employees, students, and visitors.
2. Require all Senior Leaders 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.
3. The governing body and Headteacher 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 for 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.
4. 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.

9th February 2023

Sam Nicholls, Chair of Governors

9th February 2023

Imogen Woods, 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 governing body and Headteacher.

- Employer's responsibilities.
- Surrey County Council as the employer has a statutory duty in respect of health and safety in community and voluntary controlled schools 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

Responsibility for the health and safety of pupils lies with the governing body of the school either as the employer of school staff, or because it controls school premises (or both) and 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.

1. The governing body will specifically:
 - 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. The governing body will 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.
 - They will make adequate provision for maintenance of the school premises and equipment.

Headteacher

As 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 is 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 of inspection and maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance 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
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
 - 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.
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. A school health and safety committee is established in accordance with the school policy. The Headteacher 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.

Senior Leaders

Senior Leaders 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. Senior Leaders will ensure that:

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

Premises Manager

The Premises Manager 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 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. Ensure 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. Ensure that all contractors view the asbestos register prior to commencing works that may involve working in areas with the potential of disturbing asbestos.
9. Inform all contractors of any known hazards which might affect them whilst at work.

Health and safety co-ordinator

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

- Having an overview of the school's health and safety policy and arrangements, bringing amendments to the attention of the Headteacher where necessary.

- Overseeing and supporting the school's risk assessment/risk management process and advising the Headteacher of any deficiencies.
- Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- Arranging termly evacuation drills and weekly fire alarm tests etc.
- 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.
- Arranging for the repair, replacement, or removal of any item of furniture or equipment which has been identified as unsafe.
- Coordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- 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.
- Ensuring that all Senior Leaders (including heads of departments) are kept informed of the names and details of those persons appointed to provide competent health and safety advice.
- Carry out health and safety functions in school and maintain an overview of the health and safety organisation and management of the school, and report to the Headteacher accordingly.

All employees (including temporary and volunteers)

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

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

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

Safety representatives

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

1. To investigate potential hazards, dangerous occurrences and examine the causes of accidents and near misses in the workplace.

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

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

Names of trade union appointed safety representatives:

Name	Union	Area Covered

Alternative consultation arrangements:

Name of Employee Representative:	
Contact details:	

Health and safety committee (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, then 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 follow 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 is as follows:

- Headteacher – Imogen Woods
- Governor representative – Sam Nicholls
- Health and Safety Coordinator –Daniel Walker-Cheetham
- Premises Manager – Fred Kolndreu

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.

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 by staff. 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

Only a child who is bleeding, been sick, or has a suspected broken bone will be sent (accompanied) to the School office.

Accidents are recorded electronically on the server using an Accident Report Form. The form is accessible to all staff and can be located here: ADMIN SHARED\INCLUSION\INCLUSION 2223\MEDICAL\Accident Reports Office

Any more serious injury to pupils, staff or visitors will be reported to the Health and Safety Coordinator who is responsible for ensuring this is noted using an Accident Report Form. For a serious injury, the Health and Safety Coordinator will log the incident and report to SCC where applicable through OSHENS (surreycc.oshens.com/Login/Default.aspx) including reporting RIDDOR when required. Guidance is available on the Surrey Education Services website (surreyeducationsservices.surreycc.gov.uk). Queries are directed to the SRM team at srm.hands@surreycc.gov.uk.

2. Asbestos

The Headteacher is responsible for the asbestos survey. Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect asbestos has been disturbed.

Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.

A record is kept of the location of asbestos that has been found on the school site, this is kept as part of the Health and Safety Filing System located outside the Headteacher's office and accessible to all staff and Governors.

The asbestos survey is reviewed annually with the Asbestos Management Plan (AMP). The school buys back into the LA for annual asbestos re-inspection. The Health and Safety Coordinator ensures this is reported to the Health and Safety Committee as part of governor monitoring and shared with governors.

The Headteacher monitors items identified in the register through minutes of health and safety meetings.

3. Contractors

The school will only appoint contractors for capital projects who are approved by Surrey County Council or by the Diocese or the Diocesan approved Surveyor/Project Manager. In other circumstances the school may appoint a contractor who is known to them or has been recommended by another local school, subject to completion of a covering risk assessment for the work to be carried out.

For capital projects the Governors will appoint a Diocesan approved Project Manager who will be responsible for monitoring contractors' working methods.

Staff must report to the Premises Manager if they have any concerns on contractors' working methods.

4. Control of safe handling and use of hazardous substances

The Premises Manager maintains a record of COSHH (Control of Substances Hazardous to Health) Assessments. These are reviewed on an annual basis as part of the school's Health and Safety monitoring.

Cleaning solutions are kept in a locked cupboard; the key is held by the Premises Manager.

5. Curriculum safety

All teaching staff will be familiar with the school's health and safety policy.

Please refer to the school's Outdoor Education and Off-Site Educational Visits Policy. All school visits will have a trip leader, appointed by the Headteacher, who will be responsible for completing a risk assessment prior to commencing hazardous activities including the Year 6 residential, Years 4 and 5 Activity Days, as well as all educational day trips.

Providers of sports activities for our children, including After School Clubs must be familiar with the Association for Physical Education document "Safe Practice in Physical Education, School Sport and Physical Activity": www.afpe.org.uk on staff qualification requirements to teach certain activities.

6. Display screen equipment

A DSE risk assessment will be completed for staff who make significant use of Display Screen Equipment (DSE), for example office staff. 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 practices.

7. Electrical equipment

Only authorised and fully qualified personnel are to install, repair or attempt to repair the school's electrical equipment

Staff are not permitted to bring personal electrical equipment on to the school premises for use at work. The school will consider whether the item can be brought into school on a one-off basis, the item must be PAT tested by our trained Premises Manager before it can be plugged in and used at school.

Portable appliance testing is carried out and recorded on the PAT Register on an ongoing basis by the Premises Manager who is trained in the procedures including test periods of inspection.

The school buys back into the LA for fixed electrical testing and inspection which will be carried out every five years; the report is shared with the governors to agree on recommendations.

Staff should carry out a brief visual check of all electrical equipment before they use it. Electrical equipment that is known to be, or suspected of being faulty must not be used. Any defective equipment or concerns should be reported to the Health and Safety Coordinator.

8. Emergency procedures

The school has an Emergency Plan based on the LA's model which is reviewed on an annual basis. The plan is available on the school computer network that all staff can access.

9. Fire precautions and procedures

The fire book is located in the Health and Safety Filing System located outside the Headteacher's office and accessible to all staff and Governors.

The Headteacher ensures the school fire risk assessment is reviewed on an annual basis or more frequently if significant changes or building work might affect the means of escape. The Health and Safety Coordinator with a Governor will undertake the annual review.

The Headteacher is responsible for the frequency and arrangement of fire drills. A fire drill will be carried out on a termly basis, and recorded in the Fire Book; the Headteacher and Health and Safety Coordinator will review the outcome of the fire drill and the Health and Safety Coordinator will prepare a written report to include any actions to be taken. The report will be shared with all staff by the Headteacher at staff meetings, and with Governors.

The School's Fire Drill procedures are clear, concise and posted throughout the school. All staff receive details, including a school plan with fire escape routes, and the locations of fire alarm points and fire bells as part of their induction pack. Staff must ensure they understand and follow the Fire Drill and are aware of the fire exits and the assembly point in the event of a fire.

The Premises Manager is responsible for testing fire points and the fire bell on a weekly basis, and recording the results.

The Health and Safety Coordinator will arrange for the annual inspection of the school's firefighting equipment by a Surrey County Council approved Contractor and for any recommendations to be carried out including the replacement of out of date equipment.

The Health and Safety Coordinator will arrange for twice yearly inspections of the school's fire alarm by a Surrey County Council approved Contractor and for any recommendations to be carried out.

10. First aid

The Health and Safety Coordinator is responsible for maintenance of the staff first aid training schedule.

The Health and Safety Coordinator will arrange for half day first aid Inset training for all staff every 3 years to include adult and child resuscitation, dealing with choking, recovery position, allergic reactions and anaphylaxis.

The school will ensure that appropriate members of staff hold current 12 hour paediatric first aid training.

The school has an appointed person to take charge of first aid arrangements. The appointed person is Serena Fowler who has attended Emergency First Aid at Work training.

The appointed person is responsible for checking and ensuring the school has sufficient first aid supplies. The appointed person ensures that an ambulance or other professional medical help is summoned when appropriate, subject to authorisation by the Headteacher.

First Aid Kits are located in all 7 classrooms, the Lunchtime Box, the School office and in the First Aid cupboard at the end of the KS2 corridor by the School Hall.

First Aid Kits for trips and visits are kept in the School Office. The Trip Leader is responsible for ensuring that Kits are returned to the School office at the end of the trip so that the appointed person can refill them ready for the next trip.

The appointed person is responsible for checking and restocking First Aid Kits in the School Office, and the KS2 corridor.

The Midday Meals Supervisors are responsible for checking the First Aid Kit in the Lunchtime Box and reporting any restocking requirements to the School Office.

The Class Teachers/TAs are responsible for checking the First Aid Kit in their classroom and reporting any restocking requirements to the School Office.

11. Glass and glazing

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

12. Health and safety advice

Competent health and safety advice is available from SCC's Strategic Risk Management team for maintained schools. Health and safety resources and guidance are available to download from the Health and Safety area on Surrey Education Services website.

13. Housekeeping, cleaning, and waste disposal

The school recognises that tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. In order to reduce the risk of accidents, the guidelines listed below are followed:

- Corridors and passageways kept free of obstructions
- Shelves in store cupboards are stacked neatly and not overloaded
- Floors are kept clean and tidy
- Emergency exits are not obstructed
- Glass and other sharp objects must be safely disposed of in consultation with the Premises Manager to ensure safe disposal

The school has a Service Level Agreement with Strictly Education 4S for cleaning services utilising cleaning contractors engaged under Strictly Education 4S contract terms and conditions which include DBS checks, safeguarding and health and safety clauses. The school has agreed a schedule of areas to be cleaned by the Premises Manager and areas cleaned by the contract cleaners. The Premises Manager monitors the contract cleaning on a daily basis and completes a cleaning performance certificate on a monthly basis which is submitted to Strictly Education 4S.

The school has a waste collection contract including a Waste Transfer Note with weekly emptying of the bins and food waste bin. The bins are located in the staff car park, away from the road, and where there is no access for pupils.

Teachers ensure that their classroom and pupils' cloakrooms are kept tidy with no coats, shoes and equipment on the floors which could pose a trip hazard.

The Premises Manager and Health and Safety Coordinator carry out and record a premises inspection of the school building and grounds every term, which is reported to the health and safety monitoring meeting and shared with governors.

The School has a contract with PHS Group for the safe disposal of sanitary waste and swabs and dressings.

The Premises Manager is responsible for ensuring an adequate supply of rock salt and for spreading rock salt on the school playgrounds in times of snow and ice.

14. Infection control

The school follows national guidance published by the 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 including COVID-19 are implemented with guidance available 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. The school has an Infection Control Policy that is reviewed by the Health and Safety Coordinator, and approved by the Headteacher on an annual basis.

15. Jewellery

The wearing of jewellery by pupils is not permitted. Pupils with pierced ears are allowed to wear small studs only which must be removed for PE and games.

Parents are requested that if they wish for their child's ears to be pierced, this is done at the beginning of the summer holiday to allow plenty of time for healing.

16. Lettings/shared use of premises

Nutfield Church Primary School's Lettings Policy sets out policy and procedures to be followed for the use of school premises and facilities for the benefit of the school and its community. The school is guided by Section M Community and Extended Use of Schools, Surrey County Council Finance Manual for Maintained Schools.

The Headteacher will ensure the correct exchange of health and safety information, to include restrictions on use of equipment, restrictions on accessible areas, and Individuals and organisations using the school premises must have their own first aid kit. The school will ask for sight of insurance policies and professional qualifications.

17. Lone working

There are a number of circumstances where staff may be working in school in isolation, such as the Headteacher or other staff working late in the evening, or during school holidays, or the Premises Manager doing maintenance or cleaning work, early in the morning, after school or during the school holidays.

Potentially dangerous activities, such as the Premises Manager accessing the roof, where there is a risk of falling from height will not be undertaken when working alone.

All staff should try and ensure that at the end of the school day a minimum of two persons, including the Premises Manager, remain in school and leave at the same time to ensure that no-one is left on their own. All staff are required to leave the building by 5.45pm during term time.

Staff are informed ahead of each school holiday of the Premises Manager's working hours and annual leave during the holiday periods. Staff cannot access the school during the holiday periods when the Premises Manager is on annual leave, without the knowledge and consent of the Headteacher.

If a member of staff has to continue working or has to work in isolation at any other time, for example at weekends or during the school holidays, they can only do this after arranging a check in and times with a second person who will seek to contact them if they have not checked in.

The Induction Pack for all new staff includes details of the school's procedures on Lone-Working.

The school risk assessment on Lone Working is reviewed on a regular basis. A copy is accessible to all staff on the school network under Admin Shared/Risk Assessments.

Staff should acquaint themselves with the HSE Guide "Working Alone".

18. Long term evacuation plan

The School's Emergency Plan includes procedures to temporarily relocate staff and pupils to a safe place in the event of not being able to return to the premises after an evacuation e.g. a gas leak, fire etc. Details to The Plan include place of temporary relocation and items to take e.g., contact numbers, mobile phone, medical items etc.

The Emergency Plan is reviewed on an annual basis by the Headteacher and School Business Manager and shared with the Governors.

19. Maintenance of equipment

The Health and Safety Coordinator maintains a Health and Safety and Premises Management overview that details of what equipment requires periodic inspection, examination, testing. The Overview lists List types of equipment e.g., ladders and steps, school kitchen extraction systems, gym and PE equipment, gas safe inspections including heating/water systems and level of inhibitors, fire alarm and smoke detection, emergency lighting, fire extinguishers and blankets, asbestos register and annual surveys, legionella monitoring, thermostatic mixer valves, calibration of PAT testing equipment panic alarms, security/intruder alarms etc., type of check required and frequency, who undertakes the checks and what records must be kept. The equipment is serviced annually by qualified experts.

20. Management of medicines

A file on Pupil's Health and the Administration of Medicines is located in the cupboard in the School Office. This includes the Nutfield Church (C of E) Primary School Policy on Supporting Children with Medical Conditions which gives details on managing and storing of medicines.

Nutfield Church (C of E) Primary School has adopted the Surrey Advice and Guidelines for Schools – Supporting children and young people with Medical Conditions. A copy of this guidance is available on the School Office.

A list of pupils' medical/dietary information, including photographs of each child next to their record is included on file.

Parents/carers must complete a Pupil Medication Request Form for medication to be given to children who have a long term complaint, such as asthma, or who have allergies. It is the parent's/carer's responsibility to ensure the medication is in date. Medicines can only be administered in the School office; staff must not make individual arrangements with parents/carers.

The school does not administer antibiotics. Parents/carers are requested to administer antibiotics immediately before the child comes to school and immediately after school. If it is not possible for the administering of medicine to be timed outside the school day, then parents/carers are asked to come to school at the relevant time to administer this.

No medicines are kept in school for general use. For school residential trips, parents/carers will be asked to sign a consent form for their child to be given a mild painkiller (Calpol) if considered necessary by the party leader.

21. Manual handling

Staff should take reasonable care if it is necessary for them to carry out manual handling activities. They should first check whether an item needs to be moved, and avoid hazardous manual handling, so far as is reasonably practicable.

If staff have to carry out manual handling they should use the trolley that is stored in the School Hall where possible.

Staff should take care to minimise the amount of twisting and stooping, avoid lifting from floor level or above shoulder height, and avoid lifting or handling more than can be easily managed.

The Induction Pack for all new staff includes details of the School's Procedures on Manual Handling.

The school risk assessment on Manual Handling is reviewed on a regular basis and is held on the school network under Admin Shared/Risk Assessments, all staff have access.

Staff should acquaint themselves with the HSE Guide "Manual Handling at Work".

22. Personal Protective Equipment (PPE)

PPE that has been identified through risk assessments as being needed will be provided free of charge to staff, including an outdoor waterproof jacket and toe capped boots for the Premises Manager.

Disposable facemasks, vinyl gloves and disposable aprons are in all classrooms. There is a plentiful supply on the resources shelf outside the School Office accessible by all staff. The School Office Assistant is responsible for ensuring adequate supplies are held at all times.

23. Playground safety

No pupil should be left unsupervised at any time when in the care of the school; including in the classrooms and at break-times.

At morning break, the TAs supervise the children whilst the class teachers have their break. At lunchtimes the midday meals supervisors are on duty and operate between the lunch sitting and play. The school employs between 7 and 9 midday meals supervisors every day to give plenty of allowance for staff absence.

All areas of the playground are clearly visible to supervising staff who enforce the school rules and behaviour policy. Staff report any behavioural problems to SLT.

The school has a grounds maintenance contract with a local contractor to ensure the grounds are maintained to a high standard. The School Business Manager arranges for an annual Tree Survey in late spring/early summer and ensures recommended works are completed within the time frame.

The School Business Manager and Premises Manager complete a termly inspection of the school premises, including the school grounds. A written report is presented to the termly Health and Safety Monitoring and shared with governors.

Play equipment is inspected regularly for safety; if it appears unsafe it is the responsibility of staff on duty to ensure no-one has access to it and report the defect immediately to the Premises Manager who will discuss and agree action to be taken with the School Business Manager.

The school buys back into the LA for annual inspection and testing of the gym and outdoor play equipment.

24. Risk assessments

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

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

Copies of core risk assessments are available on the school network under Admin Shared/Risk Assessments, all staff have access.

25. School trips/ off-site activities

The school has appointed an Educational Visits Co-ordinator.

All staff who arrange or actively participate in school trips or off-site activities must follow the School's Policy for Outdoor Education and Off-Site Educational Visits.

The Educational Visits Co-ordinator takes responsibility for ensuring that risk assessments are completed for all school trips and off-site activities and these are approved by the Headteacher. The Trip Organiser takes responsibility for preparing the risk assessment and ensuring all staff and volunteers on the trip follow agreed procedures.

Risk assessments for residential trips also require the approval of the Governing Body. The Educational Visits Co-ordinator is responsible for uploading a copy of the risk assessment, signed by the Trip Organiser, Educational Visits Co-ordinator, Headteacher and Chair of Governors, to the LA through EVOLVE.

No pupil can go on a school trip without the written consent of their parent/carer or guardian.

First aid kits are always taken on a school trip. The Trip Organiser is responsible for the First Aid Kit and ensuring it is returned to the School Office at the end of the trip so that the Appointed Person can ensure it is ready for the next trip.

The Trip Organiser will take a mobile with them to contact the school if necessary.

The Trip Organiser is responsible for ensuring adequate helpers on the trip taking into account the nature of the outing and the activities, and the age and maturity of the pupils on the trip. Volunteer helpers must have up to date Enhanced DBS Clearance, unless they are volunteering less than 3 occasions per term, in which case they must always be with a member of school staff and never left on their own with our children.

26. Site security/ visitors

The main front entrance door to the school will be kept shut at all times. Visitors will only be allowed access to the school via the intercom system and visitors must only be allowed access via the pushbutton control in the School Office.

Visitor's ID is checked and if staff are unsure they seek further identification and clarification before allowing access into the school building.

All visitors to the school must sign in and are issued with a visitor's badge. It is the responsibility of staff to challenge any visitor not wearing a visitor's badge.

All pedestrian and vehicular access gates remain padlocked at all times; other than when the pedestrian gate to the lower playground is unlocked at 8.45am and locked at 9.00am, and opened at 3.15pm and locked at 3.30pm during the school day for arrival and departure for pupils of the school. The Premises Manager is responsible for locking and unlocking the pedestrian gate. The Premises Manager and a senior member of staff will be on duty at the pedestrian gate during the time it is unlocked for the drop off and collection time for pupils.

All staff and governors in the school must wear a personalised Identity ID including a photograph at all times whilst they are on school premises.

Pupils attending Ark Breakfast Club must be accompanied to the pedestrian gate by their parent/carer where they will be handed over to a member of Ark staff and the parent sign Ark Register.

Pupils attending Ark after school club must be collected by their parent/carer from the pedestrian gate. A member of Ark staff is responsible for handing the pupil over to their parent/carer and ensuring that the parent/carer signs Ark Register to confirm they have collected the pupil

Copies of the Fire Drill procedures and lock down procedures are displayed throughout the school.

27. Smoking

Nutfield Church (C of E) Primary School operates a no-smoking policy. Smoking, including e-cigarettes is prohibited anywhere on the school premises, including the school grounds, at any time.

This applies to all events taking place outside normal school hours and applies to all individuals whilst on school premises.

28. Staff consultation and communication

Staff consultation takes place throughout the year at weekly teaching staff meetings, weekly office staff meetings, regular TA meetings and regular Ark meetings to discuss a variety of topics, including health and safety issues as they arise. Staff are informed about health and safety issues, how to raise concerns and encouraged to make suggestions for health and safety improvements.

The Health, Safety and Welfare Policy is included in the Induction Pack for all new staff. The policy is held on admin shared/Policies that can be accessed by all staff.

29. Staff health and safety training

New staff receive an Induction Pack and attend a meeting with the Headteacher to brief them on all areas including health and safety arrangements.

The Health and Safety Co-ordinator keeps a record of health and safety training attended by staff. This is reviewed on an annual basis as part of Health and Safety monitoring.

Health and safety training is available through SCC's Strategic Risk Management team through the Surrey Education Services website, also Strictly Education 45.

30. Staff well-being / stress

Nutfield Church Primary School has arrangements in place to support staff. These arrangements include SLAs through Strictly Education 4S for occupational health and the Employee Assistance Programme (EAP). All staff have details of the Employee Assistance Programme where they can access free advice and support. Details of EAP are handed out to all new staff on induction, and information on the staff noticeboard.

The Headteacher actively promotes a good work-life balance and this remains an area of focus for the school in looking at improving the health, safety, and wellbeing of all staff members.

The Headteacher consults with the Senior Leadership Team and directly with staff, to ensure the day to day well-being of all staff and is proactive in tackling or removing barriers and aspects of potential stress. A culture of mutual support is embedded in the school. Any staff member with concerns for themselves or for another member of staff is able to seek advice and support from a member of the Senior Leadership Team.

Weekly staff meetings led by the Headteacher or Deputy Headteacher to ensure teachers are well informed and reminded about the importance of their wellbeing. Regular meetings for TAs/Midday Meals Supervisors and the Ark team with the Headteacher. The Headteacher and SLT are in daily contact with the school office team.

31. Vehicles on site

Only school staff or authorised visitors, including contractors working on site may park in the staff car park which is separate from the playgrounds. Vehicles making deliveries may drive onto the staff car park.

There is restriction on vehicle movement in all other areas at times when pupils are on site. The grounds maintenance contractor normally maintains the grounds when the school is not in session. When the school is in session, any contractors report to the school office in line with the policy on visitors to school. Contractors may only access the school grounds via the vehicular access gate when they have authorisation from the School Office has ascertained it is safe to do so. School Office staff are responsible for informing staff to ensure that no pupils are outside on the playground or field before authorising access.

32. Violence/school security

The main front entrance door to the school will be kept shut at all times. Visitors will only be allowed access to the school via the intercom system and visitors must only be allowed access via the pushbutton control in the School Office

Visitors' ID is checked and if staff are unsure they seek further identification and clarification before allowing access into the school building.

All visitors to the school must sign in and are issued with a visitor's badge. It is the responsibility of staff to challenge any visitor not wearing a visitor's badge. Visitors leave the school via the main entrance, they sign out and return their badge.

All pedestrian and vehicular access gates remain padlocked at all times; other than when the pedestrian gate to the lower playground is unlocked at 8.45am and locked at 9.00am, and opened at 3.15pm and locked at 3.30pm during the school day for arrival and departure for pupils of the school. The Premises Manager is responsible for locking and unlocking the pedestrian gate. The Premises Manager and a senior member of staff will be on duty at the pedestrian gate during the time it is unlocked for the drop off and collection time for pupils.

Pupils attending Ark Breakfast Club must be accompanied to the pedestrian gate by their parent/carer where they will be handed over to a member of Ark staff.

Pupils attending Ark after school club must be collected by their parent/carer from the pedestrian gate. A member of Ark staff is responsible for handing the pupil over to their parent/carer.

All staff are required to report all incidents of verbal and physical violence to the Headteacher at the earliest opportunity.

33. Water management (Legionella)

To comply 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 school buys back into the LA for Legionella Control which include a risk assessment that is reviewed every 2 years.

The school buys back into the LA for annual servicing of thermostatic mixer valves and annual inspection of the cold water storage tank in the Premises Manager's bungalow, and arranging for cleaning and disinfecting as recommended.

The risks from legionella are mitigated by the following control measures undertaken by the Premises Manager including, monthly temperature checks of incoming mains water; record flow, return and stored water temperature of water clarifier in the boiler house; record sentinel hot and cold water temperatures from stored water systems, weekly flushing of outlets and infrequently used outlets, cleaning and descaling of shower heads and taps in the school kitchen and school bungalow.

34. Working at height

Work 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 should be provided for staff using steps and ladders and other work at height duties, as required. School ladders and safety steps may only be used by staff; under no circumstances should pupils, volunteers, or visitors, including contractors use the equipment.

The school ladder for external use, for example accessing the flat roof to clear guttering and recover items must only be used by the Premises Manager who must access the roof from identified suitable access points.

The Induction Pack for all new staff includes details of the School's Procedures on Working at Height.

The school risk assessment on Working at Height is reviewed on a regular basis. A copy is held on the school network under Admin Shared/Risk Assessments, all staff have access.

Staff should acquaint themselves with the HSE Guide "Working at height".

If considerable working at height is required, specially trained contractors are used.

Appendices

Appendix A: Risk assessments and guidance

List of risk assessments, policies, and procedures to complement this policy, which are available on Admin Shared and accessible to all staff.

Core Risk Assessments:

- Access Control
- Administering Medication
- Contractors Working on Site
- Electrical Safety
- Fire Risk
- First Aid Provision
- Lone Working
- Manual Handling
- Playground Safety
- Pond Safety
- Premises and Site Safety
- Use of Outdoor Play Equipment
- Working at height
- Animal care
- Water Safety – Control of Legionella

Off-site trips and visits:

An individual risk assessment is completed for each trip

New and expectant Mothers:

An individual risk assessment is completed and regularly reviewed for every expectant mother

Appendix C: Nominated staff/governors

Nominated Health and Safety Governor

Mr Sam Nicholls

Appointed Health & Safety Coordinator

Mr Daniel Walker-Cheetham

Education Visits Coordinator

Mrs Charlotte Cordey

Appointed Person - Emergency First Aid at Work

Mrs Serena Fowler

Paediatric First Aid, 12 hours training

Miss Katharine Murray

Sophie Russell

Sarah Kendall