

Health, Safety and Welfare Policy



Busbridge Infant School

REVIEW: ANNUALLY

LAST REVIEW DATE: SEPT 2022

Table of Contents:

Introduction: A note to Headteachers

The law regarding health and safety policies

Part 1: Health and safety policy statement

Part 2: Organisation and responsibilities:

- Employer
- Governing body
- Headteachers
- Deputy headteachers
- Managers
- Teaching staff
- Site manager/ caretaker
- Health and safety Co-ordinator
- All employees
- Safety representative
- Health and safety committee

Part 3: Arrangements:

1. Accident near miss reporting, recording and investigation
2. Asbestos
3. Contractors
4. Control of safe handling and use of hazardous substances
5. Curriculum safety
6. Display screen equipment
7. Electrical equipment
8. Emergency procedures
9. Fire precautions and procedures
10. First aid
11. Glass and glazing
12. Health and safety advice
13. Housekeeping, cleaning, waste disposal
14. Infection control (COVID-19)
15. Jewellery
16. Lettings/shared use of premises
17. Lone working

18. Long term evacuation plan
19. Maintenance of equipment
20. Management of medicines
21. Manual handling
22. Personal protective equipment (PPE)
23. Playground safety
24. Risk assessments
25. School trips/off-site activities
26. Site security/visitors
27. Smoking
28. Staff consultation
29. Staff health and safety training
30. Staff well-being/ stress
31. Swimming pools
32. Vehicles on site
33. Violence/school security
34. Water management (Legionella)
35. Working at height

Introduction:

A note to the Headteacher:

Before you devise your school health, safety, and welfare policy, please read the following information:

The headteacher must keep the policy up to date to show how health and safety is managed within the school environment.

The employer (the local authority, governing body, or proprietor) is responsible for health and safety, though tasks may be delegated, the responsibility cannot.

You should consult with staff and governors when devising the policy and ensure that all staff have an opportunity to contribute, to allow them staff to understand what it means for them.

The policy must be signed and dated by the Headteacher and Chair of Governors and should be reviewed at least annually, or sooner if there is any reason to suspect it is no longer valid.

The employer must provide a health and safety policy. Academies, foundation, and voluntary aided schools who adopt policies and guidance documents approved by SCC's Schools Joint Health and Safety Committee, will be deemed to have received union consent.

The law regarding health and safety policies:

A written health and safety policy is a statutory requirement where an employer employs five or more people. It must be consulted on with the employees and recognised trade unions.

A robust safety policy demonstrates to staff, pupils, and visitors that the organisation values their health, safety, and welfare.

The allocation of responsibilities and the recording of arrangements to implement the policy encourage a clear approach to the management of health and safety.

After any appropriate drafting, the policy can then be presented for approval to the school management team before final adoption by the governing body.

This policy and information is to be shared later with others such as visitors and contractors. The policy will be reviewed annually in line with the cycle on the management plan but will be amended if new legislation/procedures etc. make this necessary.

The arrangements section of this template policy will need to be adapted to reflect what your individual school has in place. Some of the sections have been populated, others detail the type of information that should be included. Where a school has a separate policy that covers an area, this can be referenced in that section without the need to duplicate the content.

Health, Safety and Welfare Policy

Busbridge Infant School

Part 1:

Statement of general policy on health, safety, and welfare

The Governing Body and Headteacher of Busbridge Infant 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 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.
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.

Over the course of the last year, the school has responded to the huge challenges posed by the Coronavirus pandemic. The school is committed in doing everything we can to support our staff during the coronavirus pandemic, this shall include but not be limited to, providing dedicated support for remote working, mental health and wellbeing, and guidance, instruction, and training for safe working during the pandemic.

[Insert signature/ date]

[Insert signature date]

Anna Dawkins - Chair of Governors

Darren Heatley - 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.

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. 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.
4. Facilitate any necessary review of the school's health and safety policy and procedure as may become apparent through the strategies above.
5. 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 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
 - Safety around pond area
 - First aid/medical facility and equipment
 - Premises staff equipment
 - 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
 - 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. An Educational Visits Coordinator (EVC) is appointed and trained accordingly.
14. Contractors (including catering, cleaning, and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
15. Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
16. Emergency/fire arrangements are formulated and reviewed as necessary and tested at least termly.
17. 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.

Managers

1. 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:
 - 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.

Site manager/caretaker

The site manager/caretaker is responsible to the Headteacher/business manager and will ensure:

1. The removal from service of any item of furniture, apparatus, or equipment which has been identified as unsafe.
2. That any identified hazard is appropriately removed, isolated, or contained as necessary to prevent danger.
3. That periodic health and safety 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

1. 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 managers (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 appointed safety representatives (if applicable)

Name	Union	Area Covered

Health and safety committee (membership to be determined locally)

The Trust has established a Local Governing Body which meets termly. H & S issues and

The Trust has established a Local Governing Body which meets termly. Health & safety issues and procedures are discussed at these meetings. H & S within the school is also discussed at staff meetings and all staff are encouraged to report and discuss any H & S issues with the Headteacher.

Health and safety is also a standing item on all staff meeting agendas.

Part 3:

Arrangements and procedures for health, safety, and welfare

The following arrangements relate to local procedures and relevant documents in place that are used in the management of health and safety within the school 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

The Headteacher will log an incident. All accidents are reported in the appropriate logbook located at Office Manager's Office or online accident / incident reports are made through OSHENS (surreycc.oshens.com/Login/Default.aspx) including reporting RIDDOR when required.

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 in the Office Manager's Office. The asbestos survey is reviewed annually with the Asbestos Management Plan (AMP). The Headteacher monitors items identified in the register]

2. Contractors

Office Manager is responsible for the induction of contractors, arrangements to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, how staff should report concerns and who.

3. Control of safe handling and use of hazardous substances

Rules on selection and use of substances within the school including laboratories in accordance with the guidance given in "Be Safe" from the HSE; in the CLEAPSS booklet LP5 "Safe Use of Household and Other Chemicals", hazard data sheets, CLEAPSS Hazards location, risk assessments, staff training in safe use, selection and use of protective equipment, storage arrangements, staff health surveillance, use of mechanical controls, name of Radiation Protection Supervisor RPS (high schools only), name of Radiation Protection Advisor (RPA). As well as curriculum, include caretakers, cleaning staff etc who use hazardous substances. Include details of COSHH assessments to be reviewed on an annual basis or when work activity changes, whichever is soonest. Detail where cleaning solutions are stored e.g., secure stores and who has access]

4. Curriculum safety

All teaching staff will be familiar with the school's health and safety policy, and complete risk assessment's specific to their own curriculum area prior to commencing hazardous activities. Detail staff qualification requirements to teach certain activities, refer to any health and safety publications adopted by the school which staff must be familiar with e.g., the Association for Physical Education document "Safe Practice in Physical Education, School Sport and Physical Activity": www.afpe.org.uk

5. Display screen equipment

Training requirements for staff who make significant use of Display Screen Equipment (DSE) how to report defects in workstation, how to report health concerns and who to, advice on maximum time to be spent on DSE without break, arrangements for eyesight testing. 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

6. Electrical equipment

[PAT testing arrangements, who undertakes it and what the arrangements are for the test periods of inspection. Pat testing should be carried out in line with the SCC or PAT policy. Fixed wiring every 5 years. All faults are reported to the Headteacher by a written report, and through examination by a competent person, who maintains the record of inspection. Include limitations on bringing personal items to school. Defective equipment is reported to the SCC property help desk or a nominated contractor and put out of use until an inspection and repair is carried out.]

7. Emergency procedures

[Schools will revert to their emergency procedures for bomb threats, evacuations, and other emergencies. Arrangements for dealing with bomb alerts/ suspect packages in accordance with the school's emergency planning arrangements. Arrangements for ensuring the bomb alert procedures are undertaken and implemented, guidance on bombs/suspicious devices or packages will be circulated to staff annually. Arrangements for implementing a sensible and proportionate response to any external or internal incident, such as armed intrusion, chemical spillages, and air pollution for example, which has the potential to pose a threat to the safety and wellbeing of pupils, staff members and visitors]

8. Fire precautions and procedures

[The Headteacher is responsible for arranging and reviewing the school fire risk assessment and action plan, frequency and arrangement of drills, procedures to be followed, staff with special responsibilities e.g. fire marshal etc, assembly points, maintenance of fire exits /escape routes, personal emergency evacuation plans (PEEP), maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, testing of break glass points, testing of emergency lighting etc. The fire book is located Office Manager's Office

9. First aid

Melanie Alexander & Mandy Scully are the trained appointed first aid staff.

The location of first aid boxes is: in the Main School Office & classrooms.

The school secretary is responsible for checking and restocking the first aid bags.

In the event of an needing an ambulance, Melanie Alexander, will take responsibility for calling an ambulance and contacting parents. The headteacher will delegate the Deputy Head to accompany the child to hospital in the event of their absence, the head teacher will direct the other trained First Aider – Mandy Scully, to accompany the child.

The Office Manager is responsible to training and retraining of first aiders, overseen by the headteacher.

10. Glass and glazing

All glass in doors & side panels are 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)

11. Health and safety advice

Competent health and safety advice is available from SCC's Strategic Risk Management team for maintained schools. Academies and free schools can obtain packages of support.

12. Housekeeping, cleaning, and waste disposal

Arrangements to ensure premises are kept clean, to minimise accumulation of rubbish, arrangements for wet floor cleaning to minimise risks of slips, means of disposing of glass and other sharp objects, arrangements for snow shifting, security/location of external waste bins. SCC have nominated cleaning contractors.

13. Infection control (COVID-19)

The school follows national guidance published by Public Health England 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. Details the procedures in place to minimise spread of infection and arrangements if an outbreak occurs. Please see appendix B attached

14. Jewellery

Policy on pupils wearing earrings and other jewellery, and instructions to pupils are described in the Staff Handbook

15. Lettings/shared use of premises

Exchange of health and safety information and policies, restrictions on use of equipment, restrictions on accessible areas, staffing requirements, first aid provision, telephone provision, fire and emergency arrangements, standard operating procedures, agreeing responsibilities at school fetes and other fund-raising events, emergency lighting, public entertainment license are the responsibility of the headteacher.

16. Lone working

Safe working practices/rules for staff who work alone, contact arrangements, risk assessment, limiting high risk activities. Arrangements for agile working including services and resources, such as workstation and equipment available for agile working use and to support the delivery of education. Lone working may include late working, weekend working, site manager duties, site cleaning duties, working in a single occupancy office. Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available. Staff are required to leave the building at 6.00pm during term time, and through prior agreement during half term and cannot access the school during the holiday periods without the knowledge or consent of the Headteacher, premises manager. If lone working is to be undertaken, a risk assessment will be completed by the headteacher and a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return. The lone worker will ensure that they are medically fit to work alone.

17. Long term evacuation plan

Details of what procedures are in place 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 include place of temporary relocation and items to take e.g., contact numbers, mobile phone, medical items etc.]

18. Maintenance of equipment

PE equipment is serviced annually by qualified experts e.g., P.E resources such as wall bars, ropes & benches.

Safety inspections are carried out by qualified experts for kitchen equipment e.g. Safety shutters, fire alarms and smoke detectors, emergency lighting, fire extinguishers, panic alarms, security/intruder alarms etc,

Records of these annual inspections are kept by the Office Manager.

19. Management of medicines

Parental requests for medicines which are to be administered in school are recorded on a form which is held in the office or available on the website.

Special staff training requirements, storage arrangements, recording administration, the location of the folder which lists student's medicines and arrangements for dispensing medicines is held by the Office Manager.

20. Manual handling

Arrangements for identification of all activities involving lifting/handling, risk assessments to identify precautions to minimise manual handling tasks, staff training in manual handling, school guidelines for specific tasks, use of lifting aids, staff suggestions for improvement. Separate assessments and training needed for the lifting of pupils. Teachers are appropriately training in handling of children as per MAPA techniques. Details of training in manual handling and use of lifting aids are detailed in the staff records. Arrangements for identification of all activities involving lifting/handling, risk assessments to identify precautions to minimise manual handling tasks are detailed in the relevant policy, e.g., Physical Education are discussed during new staff induction. A record of adults who have received MAPA training are held by the Office Manager.

21. Personal Protective Equipment (PPE)

Selection of equipment which is suitable, arrangements for periodic checking and maintenance of equipment, ensuring proper use, supervision, PPE to be provided free of charge where risk assessment determines it to be necessary. PPE is stored in a safe, secure, and clean environment.

22. Playground safety

Pupil/staff ratio, instructions to staff, emergency procedures, maintenance of features and/or play equipment, inspections of grounds, including enclosures, barriers, and ground boundaries.

Daily checks of the equipment are carried out by SLT to ensure that children are safe to play on them, these are indicated with a green tick or red cross if they are deemed too unsafe.

23. Risk assessments

The Headteacher is responsible for ensuring risk assessments are undertaken, reviewed and actions carried out, including individual risk assessments for staff. Please see appendix B attached for a list of assessments that support these arrangements.

24. School trips/ off-site activities

Requirements when planning school trip, who to obtain approval from, when to seek approval from the council, emergency arrangements, parental authorisation, supervision requirements, first aid provision, name of school's educational visits coordinator. Competent advice and guidance are available from SCC's Strategic Risk Management team.

25. Site security/ visitors

Visitors to the school are not visible to the main school office team so a member of the team will meet the visitor to ensure they enter the school office to sign in.

Arrangements for processing visitors, protecting the site, emergency procedures following a security alert. Door control, school's expectations of staff. Arrangements for all visitor directions, procedures, and arrangements for the signing in and out and identity badges/passes on site. All visitors to be made aware of the school's fire arrangements in the event of a fire, and made aware of the school's emergency procedures, including evacuation points. All visitors to the school are required to report, in the first instance, to the school office. Visitors from outside agencies are requested to show their identity badges and are always required to wear them whilst on school premises.]

26. Smoking

Smoking is not permitted on the premises of Busbridge Infant School. If necessary, smoking on Hambledon Road, away from the children's view, is permitted.

27. Staff health and safety training

New staff are briefed about health and safety arrangements by the Office Manager/Care Taker to establish minimum health and safety competencies for certain activities, (e.g., use of hazard substances, work at height, use of display equipment such as iPad or laptops for example) and certain roles (e.g., premises manager, safety co-ordinator, head of department, site supervisor etc).

28. Staff well-being / stress

Headteachers actively promote a good work-life balance and this remains an area of focus for the school in looking at improving the health, safety, and wellbeing of all staff members. The school has a designated member of the staff. Mrs Mandy Scully, who is the Mental Health Lead. There are arrangements in place for supporting staff including occupational health, employee assistance programme (EAP).

29. Vehicles on site

Only a vehicle with prior permission and agreement with the headteacher is allowed on site.

Drivers must comply to have:

Up to date driver medical examinations, license requirements, valid insurance (e.g. business use) be an authorised driver, have appropriate car seat provision if necessary, agreed to the rules for the management of vehicles on site, restrictions on vehicle movement at certain times e.g at drop off or pick up times, segregation of large vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries

30. Violence/school security

All persons entering the school must complete the sign in book and will be presented with visitor's badge. Upon leaving the school, visitors must sign out and return the badge. All staff are required to report all incidents of verbal and physical violence to the senior leadership team and as detailed in the school's accident and incident reporting procedure

In order to maintain site security (e.g. keeping the hall doors closed at designated times when the school gates are open)

31. 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 risks from legionella are mitigated by the following control measures e.g., monthly temperature checks, weekly flushing of outlets and emergency eye washes, cleaning and descaling of shower heads and taps etc.

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

Appendices

Appendix A – Accidents involving pupils

Appendix B – COVID-19

Any of the above working arrangements/guidance will be amended as necessary and relevant, in-line with current Government advice, regulations, amended or new Acts of Parliament, in relation to COVID-19.

Likewise, and as above, new guidance by Public Health England (PHE) and the Health and Safety Executive will be adhered to in relation to PPE, office, or personal hygiene.

Appendix B – Pupils’ Health and the Administration of Medicines

Appendix C – Fire Drill

Appendix D – First Aid

Appendix E – Infection Control

Appendix F – Equipment Testing

Appendix G – School Health & Safety Management Checklist

Appendix H – School Health & Safety Inspection Checklist

Appendix I - Risk assessments and guidance

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

COSHH

Manual handling

Moving and handling

Violence at work

PE Gymnastics

Water safety

Stress

Adverse weather

Ionising and non-ionising radiation

Outdoor education and off-site trips and visits

Breakfast club

Contractors on site

Lone working

LPG bulk fuel storage

New and expectant Mothers

Events

Playground

Pond feature

Site assessment

Temporary mobility difficulties

Traffic management

Caretaking duties

Working at height

Forest school