

HEALTH, SAFETY AND WELFARE POLICY AND ARRANGEMENTS

To comply with the Health and Safety at Work etc Act 1974, Section 3:

'It shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his/her general policy with respect to the health and safety at work of his/her employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his/her employees'

PART 1: STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE

1. The Headteacher, the School's Local Governing Body and the Leadership Team of Tatsfield Primary School recognise and accept their responsibilities to provide a safe, healthy working environment for all employees, children and visitors.
2. The Headteacher, the School's Local Governing Body and the Leadership Team will ensure an adequate process for risk assessments for the school to be carried out and communicated to all relevant persons, and for any significant findings to be properly incorporated into the School's Health and Safety procedures.
3. In compliance with Health and Safety legislation, this School's Local Governing Body will ensure so far as is reasonably practicable that:
 - 3.1 The premises (buildings and all within the boundary) are maintained in a safe condition.
 - 3.2 Safe access to and egress from the premises is maintained.
 - 3.3 All plant and equipment is safe to use.
 - 3.4 Appropriate safe systems of work exist and are maintained.
 - 3.5 Sufficient information, instruction, training and supervision is provided.
 - 3.6 Arrangements exist for the safe use, handling and storage of articles and substances at work.
 - 3.7 Arrangements exist to prevent and record any accidents and cases of work-related ill health.
4. In addition to the above commitment, the school's Local Governing Body also recognises its obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public, contractors, etc., are or may be affected by the school activities being carried out on or within the school boundary, the Local Governing Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected.
5. The Headteacher and the Local Governing Body will ensure that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.
6. The Local Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Local Governing Body's commitment to the continuous improvement in the School's health and safety performance. For the policy to be effectively implemented, the school must have the full co-operation of employees and others who use the premises.
8. All relevant Regulations, Codes of Practice and Standards will be complied with.

9. The Headteacher and the Local Governing Body will consult with employees on all matters relating to or affecting health and safety.
10. A copy of this statement has been provided to every member of staff and will be provided to all new members of staff (via the staff handbook) and referred to as part of their Health and Safety induction process. Copies are also posted on the School's website. This policy statement and the accompanying organisation and arrangements will be revised on an annual basis and as and when necessary.
11. All staff will be trained so that they can carry out their health and safety responsibilities.
12. This policy statement together with the organisational structure and the attached arrangements and procedures has been approved by the school's Local Governing Body.

Responsible for Policy:	Schools Office Assistant / Headteacher
Date:	May 2020
Approved:	Resources Committee
	Local Governing Body (24-05-21)
Review Date:	24.05.22

PART 2: ORGANISATION, ROLES AND RESPONSIBILITIES FOR HEALTH, SAFETY AND WELFARE

The following H&S organisational structure, and roles and responsibilities are approved by the Local Governing Body and Headteacher of Tatsfield Primary School.

1. Local Governing Body

The local Governing Body complies with the Health, Safety and Welfare Policy Statement of Tandridge Learning Trust.

The Local Governing Body approves the H&S Policy of the school and monitors its successful implementation.

The Local Governing Body further ensures, as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policies. The Local Governing Body will comply with all Health & Safety legislation and, where appropriate, the guidelines issued by Surrey County Council concerning the health and safety of persons on school premises or taking part in school activities elsewhere.

Please refer to Annex 1 - Duties of the Local Governing Body

2. Headteacher

Overall responsibility for the day to day management of health and safety in the school rests with the Headteacher. As Senior Manager of the establishment and of all the activities carried on within it, the Headteacher will advise Governors of the areas of health and safety concern where their support or intervention, either via system or finance, is necessary & appropriate in order to effect the requirements of this policy.

The Headteacher may delegate functions to other or single members of staff (e.g. School Administrative Assistant/Finance Officer/Premises Manager) 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.

Please refer to Annex 2 - Duties of the Headteacher

3. Deputy Headteachers

The Deputy Headteacher will assume the above responsibilities in the absence of the Headteacher.

4. Health and Safety Co-ordinator

The Headteacher may appoint or nominate a Health & Safety Co-ordinator to carry out H&S functions, maintain an overview on the H&S organisation and management of the school and report to the Head teacher accordingly.

Please refer to Annex 3 - Duties of the Health and Safety Coordinator(SOM)

Please see Annex 4 – 9 for Roles and Responsibilities for all those mentioned in this policy

ANNEX 1 – LOCAL GOVERNING BODY

The Schools Local Governing Body will:

- 1.1 Include Health and safety targets in the School Improvement Plan.
- 1.2 Nominate a Governor (Health and Safety) as an Health and Safety link between the Local Governing Body and the wider school community, who will stay up to date with school Health and Safety initiatives and inform the Local Governing Body accordingly.
- 1.4 Ensure that Health and Safety is an agenda item on the full Local Governing Body meetings, and receive regular Health and Safety updates and reports from the Headteacher or the H&S Officer throughout the year.
- 1.5 Facilitate any necessary review of the school's H&S policy and procedures as may become apparent via the strategies above.
- 1.6 Ensuring specialist advice is sought on health and safety with which the establishment may not feel competent to deal with, or which has significant health and safety implications.
- 1.7 Active and reactive monitoring of health and safety matters within the school including health and safety inspection reports and accident reports.

ANNEX 2 – HEADTEACHER

The Headteacher will:

- 2.1 under the HSAWA 1974 ensure a Health and Safety policy is developed, its contents communicated to employees and all relevant persons and it is regularly reviewed.
- 2.2 Ensure that regular H&S reports are provided to Governors throughout the year.
- 2.3 Ensure that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management of Health and Safety at Work Regulations that control measures are implemented and that assessments are monitored and reviewed.
- 2.4 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- 2.5 Ensure that appropriate arrangements are made for the health and welfare of all staff, children and visitors
- 2.6 Make sure that adequate and appropriate staffing levels for safe supervision are in place.
 - Ensure an adequate schedule of inspection & maintenance is in place to ensure a place of work in a safe condition and a safe working environment.
 - The fabric of the building.
 - Play equipment.
 - Fire appliances.
 - Boiler/heating systems.
 - Portable electrical appliances.

- Water systems.
- First Aid/medical facility and equipment.
- Premises staff equipment.
- Curriculum specific e.g. gymnasium

- 2.7 Ensure that an adequate needs analysis of H&S training is undertaken for school staff, and sufficient resources are put in place to ensure appropriate training is carried out, and accurate records kept.
- 2.8 Ensure that the school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations
- 2.9 Ensure that the school cooperates and participates in the county's H&S monitoring arrangements.
- 2.10 Ensure that a school's Educational Visits Co-ordinator is appointed and trained accordingly.
- 2.11 Ensure that contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.12 Ensure appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.13 Ensure that Emergency/Fire arrangements are formulated and reviewed as necessary, tested at least termly and communicated to all users of the school site.
- 2.14 Ensure that the purchase of equipment to meet appropriate safety standards including the provision of appropriate personal protective clothing and equipment, first aid materials and firefighting appliances.
- 2.15 Ensure that the fire risk assessment is updated annually and/or whenever significant changes or building works might affect the means of escape.
- 2.16 Appoint an appropriate Deputy and suitably instruct to take day to day responsibility for H&S in the absence of the Headteacher.
- 2.17 Attend Headteacher Health and Safety Awareness Training from Surrey County Council on appointment.

ANNEX 3 – HEALTH & SAFETY COORDINATOR

The Health & Safety Coordinator will:

- 3.1 Have an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary and ensuring that the appropriate amendments are made as and when circumstances change.
- 3.2 Ensure that there is an effective system in place for the undertaking of risk assessment in compliance with the requirements for the Management of Health and Safety at Work Regulations
- 3.3 Ensure that all required health and safety inspections have taken place, ensuring all areas of the establishment and all activities are covered.

- 3.4 Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- 3.5 Liaise with and monitor, 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.
- 3.6 Ensure with the Headteacher and others as appropriate that the correct procedure is followed for the reporting, recording, investigating and follow-up of accidents, including near misses, on the premises.
- 3.7 Review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements.
- 3.8 Ensure with the Headteacher appropriate arrangements are in place for fire prevention, alarm systems, evacuation procedures and fire fighting appliances. Also arranges with the Headteacher termly evacuation drills and weekly fire alarm tests
- 3.9 Advise the Headteacher and if necessary the Tandridge Learning Trust of any defect in the state of repair of the building or its surrounds, which is identified as being unsafe, and take whatever action is necessary to minimise the risk until repairs can be arranged.
- 3.10 Ensure procedures are in place for the repair, replacement or removal, maintenance and testing of school equipment and services
- 3.11 Ensure arrangements are made for the out of hours supervision of the school premises and all activities that take place on and off site.
- 3.12 Carry out with the Headteacher the Schools' Fire Risk Assessment
- 3.13 Oversee the school's provision of first aid, medical facilities and all related procedures (for further information please refer to Tatsfield First Aid and Pupils Health and Administration of Medicines Policy).
- 3.14 Maintain and monitor the Health & Safety Records
- 3.15 Organise and participate in the Health & Safety Inspections and monitor any actions / remedial work
- 3.16 Coordinate the school's Risk Assessments including offsite activities with the Educational Visits co-ordinator and lead teacher
- 3.17 Coordinate the Health & Safety monitoring of all work experience placements
- 3.18 Oversee Health & Safety arrangements for major school events
- 3.19 Draft and oversee the formulation, implementation and monitoring of the School's Health and Safety policies and procedures
- 3.20 Organise and monitor health and safety related training for staff, ensuring records are passed to HR officer for inclusion in Personnel files

3.21 Provide reports to the Governors' Resources Committee on health and safety matters upon request

ANNEX 4 – Caretaker

The Caretaker will :

- 4.1 Ensure that school buildings, grounds and services are maintained in a clean, safe and secure manner.
- 4.2 Participate in the Health and Safety Inspections paying particular attention to the building structure, services, access to and egress from the school, main circulation areas etc., and arranging for defects to be remedied
- 4.3 Ensure that any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger or injury to all site users
- 4.4 Take responsibility for maintenance of the school site
- 4.5 Identify and report any particular health and safety training needs
- 4.6 Ensure that they work within their capabilities and only undertake work for which they are competent
- 4.7 Ensure that any personal protective equipment issued is suitable for the task and is worn, and that training is provided in the correct use of the equipment
- 4.8 Arrange for the repair, replacement or removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe
- 4.9 Ensure that all mandatory services required by the caretaker and inspections are carried out by the required date and recorded effectively
- 4.10 Effectively monitor the Site Error Log to ensure that any H&S issues are prioritised and work is carried out accordingly

ANNEX 5 – TEACHING STAFF

Teaching staff (including supply teachers) will :

- 5.1 Responsible for the H & S of all children and visitors under their control and the activities that they undertake
- 5.2 Ensure that the school's risk assessments are applied within their area of control and that all health and safety advice and guidance are followed e.g LA, CLEAPPS, BAALPE etc.
- 5.3 Ensure that all accidents (including near misses) occurring within their supervision are promptly reported and recorded using the appropriate forms
- 5.4 Remove from use and inform the relevant person of any equipment/appliance which has been identified as being unsafe and which is in need of repair

- 5.5 Ensure that adequate levels of class supervision are maintained at all times
- 5.6 Resolve health and safety problems within their control referred to by members of SLT
- 5.7 Ensure that good standards of housekeeping are maintained
- 5.8 Ensure that staff and children are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk
- 5.9 Ensure effective supervision by permitting practical work to be carried out by children only after carrying out a risk assessment. The class size, the abilities of the children involved, the activities to be undertaken etc. will all need to be considered
- 5.10 Be aware of the school's Health and Safety Policy and any local rules and arrangements which may apply specifically to the subject concerned
- 5.11 Be aware of the location of the nearest fire fighting equipment and first aid box, the emergency procedures in respect of fire/first aid/bomb scare etc. and ensure that all children in their care follow these procedures in an emergency situation
- 5.12 Ensure that children follow school safety rules
- 5.13 Ensure that where relevant, equipment are in good condition and are used in accordance with good practice
- 5.14 Cooperate in the investigation of all accidents which have occurred through activities under their control
- 5.15 Propose for consideration by their Headteacher any measures which they consider would improve health or safety standards within the school
- 5.16 Adhere to the school's Policy on Educational Visits, ensuring an adequate level of supervision is provided and that appropriate health and safety arrangements have been made prior to taking school parties off site on educational visits

ANNEX 6– ALL EMPLOYEES

All Employees [including temporary & volunteers] will:

All employees are obliged to take care of their own health and safety whilst at work and that of others who may be affected by their actions or failure to act. All Employees must also co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities.

In particular all employees must:

- 6.1 Take care of their own safety and that of others.
- 6.2 To co-operate with the Headteacher, Local Governing Body and Leadership Team so that they may carry out their own responsibilities effectively.
- 6.3 Make sure that they are fully aware of their Health & Safety responsibilities and where to seek advice if unsure

- 6.4 Participate in the school's risk assessment process and comply with findings
- 6.5 Report any defects in the condition of the premises or equipment of which they become aware
- 6.6 Report all accidents/incidents in accordance with the school's procedure
- 6.7 To be familiar with and comply with all emergency procedures
- 6.8 Make use, where relevant, of any personal protective equipment provided for health and safety reasons and request if not readily available
- 6.9 To report any unsafe working practices to the Headteacher or Line Manager
- 6.10 To follow all relevant codes of safe working practice and local rules

ANNEX 7 – RECEPTION STAFF

Reception Staff will:

- 7.1 To ensure that all visitors, including contractors, have signed in and out and are familiar with security, fire, accident and emergency procedures where appropriate
- 7.2 To ensure that the visitors' book is maintained and that these records are made available for use in an emergency
- 7.3 To issue visitors' badges to all visitors to the school according to the school's procedures under the safeguarding of children
- 7.4 Ensure that the Fire Record book, registers, parental and staff contacts are available in the event of an emergency

ANNEX 8 – SCHOOL APPOINTED FIRST AIDERS *Refer also to Tatsfield Primary School First Aid Policy*

First Aiders will:

- 8.1 Provide responsive support in the event of an accident or emergency
- 8.2 Ensure that incidents are reported via the accident book and that school procedures are followed
- 8.3 Ensure that First Aid boxes are available from the school office and in the practical room. The school makes every effort to provide first aid cover out of normal school hours however, hirers are expected to provide their own

ANNEX 9 – Pupils *[This section is brought to attention of pupils via the School Council Notice Board]*

All children must be encouraged to follow safe working practices and observe all school safety rules.
All pupils must:

- 9.1 Follow all instructions issued by any member of staff in the case of an emergency

- 9.2 Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes
- 9.3 Inform a member of staff of any situation which may affect their safety

PART 3: ARRANGEMENTS AND PROCEDURES FOR HEALTH, SAFETY AND WELFARE

The following procedures and arrangements 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:

1. **Access Control/Security**

Responsible Officer:

School Premises Manager/Headteacher

Records found :

School Office

All employees of Tatsfield Primary School are DBS cleared or will have a risk assessment in place. During school hours individuals not DBS cleared and do not have a risk assessment must be supervised at all times and should not move around site unescorted.

The school secretary ensures that all visitors, including contractors, have signed in and out and are familiar with the security, fire and evacuation procedures, accident and emergency procedures and who the Designated Safeguarding Leads are.

All visitors to the school will be issued with a visitors badge according to the school's procedures under the safeguarding of children and normally escorted around site.

The school secretary will ensure that the visitors' book is maintained and that these records are made available for use in an emergency

All staff are required to wear an ID badge whilst on site

The site will be unlocked at 7:30am Monday – Friday

The site will be locked at 6:30pm Monday – Friday, unless by arrangement

Unlocking and locking times during holidays will be communicated to staff as appropriate.

Teaching staff and office staff have keys to access the building but should inform senior leaders if they intend to access the building at weekends or during holidays.

CCTV is operational 24hrs a day

Staff are reminded that if they see anything they feel is suspicious, that they are obliged to report it to the caretaker, Headteacher or a member of Senior Leadership Team.

Vehicles on Site

All vehicles must adhere to the speed limit and parking restrictions whilst on site.

The movement of large vehicles is controlled by staff at agreed times.

Delivery vehicles are not permitted on site during break and lunch times unless supervised by a

member of staff

Speed bumps and clear signage is in place, to ensure safe driving around the site

Segregation of vehicles and pedestrians is maintained wherever possible

2. Accident Reporting, Recording & Investigation

Responsible Officer: School Premises Manager/Headteacher

Records Found: School Office

Tatsfield Primary School complies fully with the HSE's "Reporting Injuries, Diseases & Dangerous Occurrences" guidelines.

Staff are made aware of their obligations via an induction process, guidance published in the Staff Handbook.

All accidents, near misses and serious illness must be reported to the Headteacher or School Office Manager.

The Accident book, and report forms are kept and maintained by the school office staff.

Accident Report Forms and HSE forms are logged and managed by the school office staff using the LA's online accident/ Incident reporting system.

The Headteacher/ School office Manager is responsible for reviewing the reports online and would initiate accident investigation, informing all relevant members of staff

The Headteacher will ensure that any reportable injuries or diseases are reported to the HSE. In the event of a major accident or injury the Headteacher/Deputyheadteacher or duty member of staff is responsible for contacting Surrey County Council following the Operation Duke procedures and the HSE via the Incident Contact Centre (ICC) Telephone: 0845 300 9923 Email: riddor@natbrit.com

Further information regarding reportable injuries and diseases can be obtained from the School Office Manager.

Refer also to Tatsfield Primary school First Aid Policy.

3. Asbestos

Responsible Officer: School Premises Manager/Headteacher

Records Found: School Office

The School was built in 2008 to 2010 and there is no asbestos in the school building.

4. Legionella

Responsible Officer: School Premises Manager/Headteacher

Records Found: School Office/Caretaker's Room

The Caretaker will make arrangements to ensure that the appropriate regular testing, flushing and temperature checks are completed and every action is taken to prevent / identify legionella within the school in accordance with the HSE guidance

All recordings are counter signed by the Headteacher

Risk assessment will be undertaken at intervals as advised by HSL Compliance <http://hsltd.com/> and their recommendations followed up

If there is any doubt about whether legionella is present in an area of the premises the relevant action will be taken immediately

For further information please refer to SCC guidance and other documentation available from the School Office Manager

5. Contractors

Responsible Officer: School Premises Manager/Finance Officer

Records Found: School Office

Large Scale Contracts:

On new builds or substantial adaptations, the main contractor will appoint their own Health & Safety co-ordinator and carry out their own risk assessments with regard to activities on site and liaise with school staff accordingly

The School Premises Manager/Headteacher and the main contractor will liaise on a regular basis and liaise with others as appropriate

Small and Remedial Works

The School Premises Manager/Finance Officer/Headteacher appoints a variety of contractors who are all required to have the requisite amount of Public Liability insurance and are DBS checked.

Information dealing with safety, restrictive work practices and scheduling of works are dealt with and monitored by the School Premises Manager.

During school hours contractors arriving on site are required to sign in and out and wear a lanyard at all times. They are given information regarding the security, fire and evacuation procedures, accident and emergency procedures and who the Designated Safeguarding Leads are.

6. Curriculum Safety

Responsible Officer: All Teaching Staff

Records Found: School Office Curriculum Policy appendices and Risk assessments

Please refer to the main body of this policy along with the school's individual curriculum policies and Risk Assessments,

Staff are required to carry out a risk assessment before any educational activity is carried out.

Procedures for school trips and visits are covered in the Schools "Outdoor and Off Site visits Policy and Guidance for Educational Trips and Visits", copies of which are held in the school office.

Staff are made aware of any relevant health and safety publications with which staff must be familiar e.g. the BAALPE document "Safe Practice in Physical Education and School Sport" for PE, CLEAPPS for Science, etc.

7. Administration and Storage of Medication

Responsible Officer: School Administrative Assistant

Records Found: School Office

Tatsfield Primary School adheres to Surrey's guidance contained in the document "Pupils' Health and the Administration of Medicine". For further information please also refer to Tatsfield Primary Schools Pupils' Health and the Administration of Medicine Policy.

All medication provided to the school is recorded, correctly labeled and stored securely in Medical Room, in a lockable cupboard, or fridge and according to guidance.

All medication administered is done so by a competent member of staff or the pupil themselves as appropriate. This is recorded and can be made available upon request

The school will dispense Paracetamol or other pain relief for occasional requirements following written consent from the parents and further consent by phone.

For remedial pain relief for a regular medical condition eg ongoing sporting injuries etc the parents of the pupils will have provided the medication and completed an administration of medication form.

On all trips, it is the parents responsibility to liaise with the trip leader with regard to the administration of any medication.

It is the right of any member of staff to decline the administration of any medication.

8. Electrical Equipment [fixed & portable]

Responsible Officer: School Premises Manager/Caretaker/Headteacher

Records Found: School Office

Users are expected to carry out a visual inspection each time an appliance is used.

The school discourages the use of personal electrical items in school. However, if necessary, such items require visual inspection by the SLT and electrical testing before use.

Fixed installations are tested every 5 years by an independent contractor.

A recognised electrical test (PAT testing) is carried out annually by a competent person.

Staff should refrain from using extension cables unless absolutely necessary and connecting one to another is not permitted.

All care is taken to ensure that cabling, and electrical leads are managed effectively to prevent trips and falls

Any defective equipment is reported to School Office Manager.

9. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

Responsible Officer: Headteacher/School Premises manager

Records Found: School Office

All members of staff receive regular training on fire safety issues, including hands on experience with fire extinguishers.

Training and further information is also provided as part of the induction process and via the Staff Handbook.

Staff are all provided with the schools emergency procedures and kept up to date with any changes.

Fire fighting equipment and associated appliances are provided throughout the school, regularly inspected and serviced as appropriate.

Fire Alarms are checked weekly and Fire evacuation drills are held at least termly.

Please refer to Tatsfield Primary School Fire Risk Assessment

10. First Aid

Responsible Officer: School Administrative Assistant

Records Found: School Office

Please see Tatsfield Primary School First Aid Policy

Nominated first aiders receive the 3 day First Aid at Work course delivered by an HSE recognised provider. Refresher courses are arranged as necessary. Training records are located in the school office on individual Personnel files.

The Teaching staff, office staff and Midday Supervisors receive a ½ day emergency first aid course every 3 years.

An AED is located on the Village Hall 200 metres from the school. This is monitored and maintained by the Parish Council to ensure that it is readily available and ready for use for anyone in the local community if required.

First Aid Boxes are located in the medical room and practical room and are regularly checked and restocked by office staff.

First Aid provisions for day trips, residential trips and school events are prepared and provided for staff by the office staff.

Medical facilities are provided in the medical room adjacent to the school office where all office staff are trained first aiders, and primarily responsible for summoning an ambulance if necessary.

On rare occasions when parents are not able to get to school in time, staff may be required to escort a children to hospital in an ambulance.

Records of pupils and staff with specific medical requirements, are held in the school office and made available where appropriate to all staff and Surrey Commercial Services when necessary(e.g Food Allergies).

For further information please refer to Tatsfield Primary School First Aid Policy and Medical conditions list, which is managed by the Headteacher and School Administrative Assistant.

11. Glass & Glazing

Responsible Officer: School Premises Manager/Headteacher

Records Found: School Office

The school was built in 2010 and all glass and glazing is compliant.

All replacement glass fitted is either toughened or laminated and complies to industry standards.

All glass is disposed of in a safe manner

12. Hazardous Substances

Responsible Officer: Caretaker

Records Found: School Office

The school carries out COSHH assessments as per COSHH regulations.

www.hse.gov.uk/coshh

Any hazardous substances kept on site are labled and stored correctly and in minimum amounts. Cleaning fluid and products are locked in the cleaners cupboard and cleaning takes place after pupils have left the building. Paints, varnish and other products are locked in the caretakers' store.

Health surveillance of staff is carried out by Line Managers where appropriate.

13. Health and Safety Advice

Responsible Officer: Trust Health and Safety Officer/Headteacher

Records Found: School Office

Tatsfield Primary School has bought into the LA's Health & Safety Package, has access to Surrey's Health & Safety consultants and regularly seeks advice from the LA.

The school also seeks advice from the Health & Safety Officer in the Multi Academy Trust who is a member of IOSH and also holds the NEBOSH General Certificate in Occupational Health & Safety

All members of staff with health and safety responsibilities keep their training up to date and can advise staff where necessary.

14. Housekeeping, cleaning & waste disposal

Responsible Officer: School Premises Manager/Caretaker

Records Found: School Office

The school is cleaned on a daily basis with deep cleaning arranged on an annual basis by an external contractor.

The school buys back to a contract for floor mats to be changed regularly

General waste is disposed of nightly in the collection waste bins. Internal waste bins are emptied

daily, recycling weekly and external bins a minimum of twice a week, term time.

Collection waste bins and recycling collection bins are stored in the locked bin store and emptied weekly.

There are regular checks for litter throughout the school site, and boxes and packaging are disposed of promptly.

No combustible materials are kept in the Plant room.

Appropriate arrangements have been made for the safe disposal of sanitary waste and sharps. All electrical items are disposed of according to WEEE Regulations (2013)

The school has clear guidelines with regards to clearing snow from site and gritting. For further information please refer to the school caretaker.

15. Handling & Lifting

Responsible Officer: Caretaker
Records Found: School Office

All staff who are required to lift as part of their job receive Lifting and Manual Handling training from a competent person. Separate assessment & training would be provided as required with regards to the lifting or handling /Positive Touch

All activities involving the need for manual handling should be risk assessed by the School Office Manager.

If the school needed to purchase an evacuation chair appropriate training would be given and monitored.

Trolleys and, wherever possible, ramps are provided for the movement of bulky or heavy items.

16. Lettings/shared use of premises

Responsible Officer: Headteacher/School Administrative Assistant
Records Found: School Office

Health and Safety information, including security procedures & limitations, emergency procedures and contact numbers, is given to hirers at the time of confirmation of booking. Access to areas of the school not being let, is restricted.

Wherever possible out of school hours, there is a member of the school staff on site who has a first aid qualification and there is first aid equipment available. An AED is available to all site users. It should be noted that Hirers / providers are expected to be trained and provide their own first aid care should it be required

There is emergency lighting throughout the school site and a programme of emergency light testing.

There is an phone in the community room for hirers in cases of emergency.

Hirers of the premises are required to give evidence that the appropriate checks have been made under child protection legislation. They must also demonstrate that they have the appropriate insurances in place and that their staff are appropriately trained to undertake the activity.

17. Lone Working

Responsible Officer: Headteacher

Records Found: School Office – See Tatsfield Primary School Risk Assessment Folder

A lone worker is defined as a person who whilst at work has neither, visual or audible communication with someone who can summon assistance, but excludes those who work alone off-site.

All staff required to work alone or out of school hours, are advised to carry a personal mobile phone to allow communication although reception in the school is limited.

Staff working alone should make sure someone is aware where they are and for what time they intend to be there.

Staff working alone are not permitted by law to; work at height, erect and disassemble scaffolding and access towers etc work with hazardous substances.

Staff working alone must not enter into confined spaces such as manholes, ceiling voids etc and avoid locking internal toilet doors.

Most exterior doors are locked or magnetically locked to prevent unauthorised access by intruders (crash bars allow safe exit). Magnetic locks are fitted to the main entrance internal door to further prevent access by unauthorised persons.

Key holders are instructed not to enter the building alone in the response to the security alarm having been activated. If a break in is suspected the police should be called to ensure the safety of staff.

CCTV cameras are installed to provide a further deterrent and can be accessed via the computer in the school office to view the site.

Staff working during school hours:

With the exception of Parent evenings all meetings with parents are normally scheduled before 4 pm when other staff are on site and available.

There should normally be at least two members of staff on site for meetings after 4 pm and all visitors should sign in and sign out during school hours.

Staff Working off Site

Wherever possible staff should not be making visits to pupils' homes. If unavoidable no member of staff should visit a child's home alone. A risk assessment should be carried out before any member of staff visits a pupil's home.

Staff visiting a pupil's home must carry a mobile phone and ensure staff in school are aware of their itinerary.

- 18. Emergency Planning**
Responsible Officer: School Premises Manager/Headteacher
Records Found: School Office all Teaching staff have copies

The school's emergency and contingency procedures are fully laid out in the "Tatsfield School's Emergency Planning Document". This document is reviewed on an annual basis and is submitted to SCC for approval

- 19. Maintenance / Inspection of Equipment**
Responsible Officer: School Premises Manager
Records Found: School Office

The school holds a "Monitoring and Maintenance Schedule"

- 20. Reporting Defects**
Responsible Officer: School Premises Manager/Headteacher/School administrative Assistant
Records Found: School Office

A procedure is in place, under the direction of the School Premises Manager/Headteacher for recording defects and allocating action required. Progress of faults can be monitored by all staff.

Staff are required to report all faults and hazards of which they become aware to the school office or Headteacher.

Staff are made aware of their obligations in this respect through the induction process and the Staff Handbook.

All reported defective items will be removed immediately and /or the area made safe or item removed from use until further action can be taken.

- 21. Risk Assessments**
Responsible Officer: School Administrative Assistant
Records Found: School Office

Risk Assessments are carried out following section 3 of the RPA guidance and are completed for various reasons. For further information please refer to Tatsfield Primary Schools' Risk Assessment Folder.

- 22. Personal Protective Equipment (PPE)**
Responsible Officer: Caretaker
Records Found: HOD Office/Site Manager's Office

Staff wear corporate clothing and other protective equipment where appropriate.

The Caretaker is issued with a set of gloves where appropriate and other equipment eg. dust masks / ear defenders are provided when required for specific tasks.

It is the responsibility of the Line Manager/class teacher to determine whether PPE is required and then to provide as appropriate. They must also take into account storage and ongoing condition

Individuals provided with protective equipment, are responsible for checking the equipment for damage etc before each use and reporting any defects to the Line Manager or Headteacher.

Full training is given and risk assessments carried out where appropriate.

23. Educational Visits Trips/ Off-Site Activities

Responsible Officer: Educational Visits Coordinator
Records Found: School Office

Tatsfield School adheres to Surrey County Council guidance.

The procedures for educational trips and visits are covered in the Surrey County Council Guidance for Off-Site Visits and Related Activities (Including DoFE) with links to [OEAP National Guidance](#) and Tatsfield School Outdoor and Off Site Visits Policy.

Copies of paperwork, including risk assessments for each visit are held in the School Office.

24. School Transport

Responsible Officer: School Administrative Assistant
Records Found: School Office

The school does not have any vehicles of its own and coaches will be hired from reputable companies. On the rare occasion that staff or parent's cars are to be used to transport children Office staff ensure that the transport arrangements and the vehicle meet all legal requirements. Office Staff will ensure that the driver has the appropriate license for the vehicle, that the vehicle is roadworthy, has a valid MOT certificate and is appropriately insured and that the maximum capacity is not exceeded.

25. Smoking (including e-cigarettes, nicotine gum etc)

No smoking is permitted on any part of the site and the appropriate signage is in place. This includes the use of e – cigarettes.

26. Staff Consultation

Responsible Officer: Senior Leadership Team
Records Found: Headteacher's Office

Staff are consulted on appropriate issues relating to health and safety through staff meetings, induction, inset training and the staff handbook.

Governors monitor Health and Safety termly through the Resources committee.

27. Staff Health & Safety Training and Development

Responsible Officer: School Premises Manager/Headteacher
Records Found: Health & Safety Office

All new staff are given health and safety information via staff handbook and induction training by Headteacher and appropriate line managers.

Staff are updated on health and safety issues via staff briefings, inset training and written communications

The whole school staff receives fire safety and first aid training every 3 years.

Staff qualifications relating to health & safety e.g. first aiders are updated at prescribed intervals. Appropriate training may include:

- Headteacher H&S awareness
- H&S Induction training (all new and temporary staff)
- Emergency/Fire Training for the whole school community.
- First Aid
- Risk Assessment
- H&S Coordinator
- Lifting and Handling
- Working at heights
- Legionella
- Outdoor and off site visits co-ordinator
- Road Crossing patrol

The school keeps a matrix of all H and S training

28. Staff Well-being / Stress

Responsible Officer: Headteacher

Records Found: School Office

The school follows Section 10 RPA Guidance on Managing Stress at Work In Practice. It promotes an open, relaxed and supportive atmosphere and staff are encouraged to share any concerns they may have. Tatsfield School adopts the strictly 4s staff policies and subscribes to strictly 4s personnel advisory service, including occupational health. To provide independent advice and support for staff, the school buys into the Employee Assistance Scheme. Details of the Employee Assistance Scheme are discussed with staff on induction and copies of policies relating to staff are available to employees via the School Office.

Appendix 1 Stress Management and Staff Well-Being

29. Supervision [including out of school learning activity/study support]

Responsible Officer: Headteacher

Records Found: Throughout the School

Tatsfield School places great importance on curriculum planning to ensure that sufficient numbers of appropriately qualified staff are employed.

Tatsfield School complies with legal requirements and Dfe guidance relating to Children's supervision and teacher/children ratios both in and out of school.

Teachers and Teaching Assistants supervise children at break times and at the end of the day; paid staff are on duty in the dining hall and around the school during the lunch break

30. Use of VDU's / Display Screens

Responsible Officer: Health & Safety Officer

Records Found: School Office

Tatsfield School adopts the procedures as set out in the HSE document on Display Screen Equipment.

www.hse.gov.uk/msd/dse/assessment.htm

Training and information is provided to staff at induction and upon request from the H&S Officer.

Appendix 2 HSE guidance on working with DSE

31. Violence to Staff

Responsible Officer: Headteacher

Records Found: School Office

Signs are displayed in the entrance area displaying no tolerance attitude to violence or aggressive behaviour towards staff.

There is a signing in and out process for all visitors and contractors.

All staff and visitors are issued with badges which should be clearly displayed at all times.

In any areas with an increased risk e.g. Reception Office and classrooms staff have access to emergency phones or some other means of raising the alarm

Any incidents are recorded and investigated as appropriate.

32. Working at Height

Responsible Officer: Headteacher

Records Found: School Office

All staff are aware of the restrictions placed upon them when working at height.

Safety steps have been supplied to staff and all Ladders and safety steps are checked regularly.

Staff working alone are not permitted to work at height.

33. Monitoring the Policy

Responsible Officer: The Local Governing Body

Records Found: Clerk to the Governors' Office

The Governors monitor the health and safety in the school via regular meetings of the Resources committee to which the Health & Safety reports.

The Resources Governors ensure that regular Health and Safety inspections covering the whole school site are carried out

The Health & Safety Policy is reviewed annually or when there are significant changes in organisational structure or activities.

APPENDICES

Appendix 1 - Stress Management and Staff Well-Being

Appendix 2 - HSE guidance on working with DSE

	Signed	Dated
Headteacher	<i>R. Gilling</i>	May 2021
Chair of Governors	<i>J. Evans</i>	May 2021