

# Bell Farm Primary School Health, Safety and Welfare Policy



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## Part 1:

### Statement of general policy on health, safety, and welfare

The Governing Body and headteacher of Bell Farm 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 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 equipment 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.

Signature/ date

Signature/ date

Eric Verheijden, Chair of Governors

Anne Cooper, 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.

The governing body will specifically:

1. Nominate a health and safety representative 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.
2. 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.
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 health and safety representative in conjunction with the caretaker. This report should include information on:
  - 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 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
  - 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 and AED defibrillator
  - 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.

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 and SLT members**

The deputy headteacher, or identified SLT member in the event of both not being on site, will take on the above responsibilities in the absence of the headteacher.

## **Phase leaders and other line managers**

Phase leaders and other line managers 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 phases/areas and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
- All accidents and incidents occurring within their phase/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 phase/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 and HLTAs (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 caretaker or the school business manager.
8. All accidents and incidents are reported, including near misses, and the correct reporting procedure is followed.

## **Caretaker**

The caretaker is responsible to the headteacher/school 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 nominated staff**

The headteacher along with the school business manager will have an overview of the school's health and safety policy and arrangements and will nominate certain members of staff to carry out health and safety functions.

Specific functions may include:

- 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 members of the SLT 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, agency staff 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**

The '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 Bell Farm Primary School should set up a health and safety committee, we will do so within three months of the request.

## **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 school business manager or the responsible person will log an incident and/or report to SCC where applicable. All accidents are reported in the accident logbook located in the office. More serious incidents are made through OSHENS ([surreycc.oshens.com/Login/Default.aspx](http://surreycc.oshens.com/Login/Default.aspx)) including reporting RIDDOR when required. Guidance is available on the Surrey Education Services website ([surreyeducationalservices.surreycc.gov.uk](http://surreyeducationalservices.surreycc.gov.uk)). Queries are directed to the SRM team at [srm.hands@surreycc.gov.uk](mailto:srm.hands@surreycc.gov.uk).]

#### **2. Asbestos**

The headteacher is responsible for the asbestos survey with the school business manager holding the copy. The survey is reviewed annually with the Asbestos Management Plan (AMP). The survey is provided to contractors so that they are 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. 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. Staff may not drill or affix anything to walls without first obtaining the permission of the headteacher. If asbestos becomes disturbed, this should be reported to the headteacher in the first instance and Surrey CC should be contacted immediately. Surrey CC will advise if evacuation is necessary. A record is kept of the location of asbestos that has been disturbed, this is kept by the school business manager.

#### **3. Contractors**

Contractors selected by the school for tendering are either those already known to the school or those recommended by other local schools or County or those found via the DfE framework website of DfE-approved quality-checked suppliers. Contractors will be issued with instructions before commencing work to ensure the health and safety of everybody on the school site. All contractors are expected to report to the office before starting work each day and wear visible ID badges. Performance will be monitored by the caretaker. Where appropriate, the school or contractor will carry out a risk assessment prior to the contractor beginning work. Any concerns regarding contractors should be brought to the immediate attention of the caretaker or business manager.

#### **4. Control of safe handling and use of hazardous substances**

Any hazardous substances kept by the caretaker are identified in the "School hazard assessment" contained as appendix 2 within the school emergency plan. Details of hazardous substances used by the cleaners are also contained within their own manual held in the cleaner's cupboard.



## **5. 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.

## **6. Display screen equipment**

A display screen equipment – individual assessment can be arranged on request. Guidance on the correct use of VDUs can be found in the HSE document "Working with VDUs". Staff should speak to the business manager if they use display screens for the majority of their working time and spectacles are needed for their use of the screens. Details of what help is available to them will be provided. If there are any defects in their workstation they should be report it to Eduthing in the first instance and if Eduthing are unable to solve the issue then the school business manager.

## **7. Electrical equipment**

The school will arrange for portable appliance testing to be carried out annually. Any defects identified in the report will be acted upon immediately. Fixed electrical equipment is inspected every five years under the Surrey CC buyback arrangement. Any defects in equipment should be brought to the attention of the caretaker in the first instance and will be put out of use until an inspection or repair is carried out. Any modifications or repairs are only carried out by persons having the appropriate qualifications. Personal electrical items of equipment should not be brought into school.

## **8. Emergency procedures**

Arrangements for dealing with bomb alerts/ suspect packages is in accordance with the school's emergency procedures outlined in the emergency plan. The emergency plan is distributed to Phase Leaders. Arrangements for ensuring the bomb alert procedures are undertaken and implemented, guidance on bombs/suspicious devices or packages is outlined in the emergency plan. 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 are outlined in the emergency plan. Lockdown alarms are maintained by a third party, with lockdown procedures practiced as necessary. The emergency lighting is tested annually under the buy back scheme with Surrey CC.

## **9. Fire precautions and procedures**

The fire risk assessment and action plan is reviewed once every three years. It is carried out by a third party with any reported recommendations acted on immediately. Fire drills are arranged by the school business manager and headteacher on a termly basis. Copies of the fire drill and evacuation procedure are to be kept in every classroom, office or other room in the school. Fire extinguishers are maintained annually by a third party with any reported recommendations to be acted on immediately. The fire alarm system is tested weekly and serviced six monthly and the under the buyback agreement with Surrey CC. The fire book is located in the school office.

## **10. First aid**

A list of staff trained in either basic first aid or paediatric first aid is displayed on the wall in the medical room, the main office, PPA room, staff room and dining room. First aid equipment is located in the following areas; the school office, the medical/first aid room,

every classroom (plus personalised medical equipment as required for specific pupils, eg inhalers), playgrounds, on coaches and with staff on school trips and residential and with Forest School staff during Forest School sessions. For more information on first aid please see school's first aid policy. There is a fully automatic defibrillator in the medical room. The Pastoral Support Officer has been trained in its use. Staff will be shown a video on its use once a year on one of the INSET days at the beginning of the academic year. During the school's extended care there is always at least one member of staff on site who is paediatric first aid trained. For more information on first aid please see the school policy 'First Aid in Schools'

## **11. Forest Schools**

All teachers leading forest schools have been on forest schools training and assessment courses and have completed a forest school specific first aid training course. A separate risk assessment is carried out for Forest Schools. This may take the form of planning for lessons by teachers.

## **12. Glass and glazing**

All glass in doors and side panels is to be safety glass that complies with relevant legislation in force at the time. Other critical areas to be fitted with safety glass or otherwise made safe. Glazing to be inspected periodically by the caretaker to ensure it is free from damage.

## **13. 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

## **14. Housekeeping, cleaning, and waste disposal**

School cleaning is undertaken by third party contractors. Any accumulation of rubbish or other urgent cleaning should be brought to the immediate attention of the caretaker. Any wet floors that could give rise to a risk of slipping should be marked immediately until cleaning has taken place. Dry, mixed, recyclables (DMR) are disposed of in one of the two specific large bins, one sited at the external door to the dragons den and the second in a fenced compound in the car park. Food waste is disposed of in three food wheely bins located at the back of the kitchen. There are four other large bins for general waste located in the compound in the car park. All of these waste bins are emptied weekly by a third party. The school has a contract with a third party to collect other hazardous waste such as sharps, medical waste, nappies and sanitary waste.

## **15. 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.

## **16. Jewellery**

Details of the school's policy on pupils wearing earrings and other jewellery may be found in the School Uniform list available from the office.

## **17. Lettings/shared use of premises**

All organisations are required to complete an 'Application for the use of School Premises' form, ED110. Approval for the letting is provided by the school using 'Notification of approval' form, FIN566. Both of these documents include 'Terms and conditions for the use of community school premises' on the reverse which all hirers are expected to adhere to. Hirers should be made aware of the fire exits and the caretaker will ensure that fire exits adjacent to the accommodation in use are left unlocked. Additional information is provided in section M of the finance manual.

## **18. Lone working**

The school has a Lone Working Risk Assessment and Lone Working Policy. These can be found on the CurricShared area of the school's network.

## **19. Long term evacuation plan**

Details of the long-term evacuation plan can be found in the Emergency Plan. See Business Continuity Matrix table – Critical Areas and resources (appendix 5).

## **20. Maintenance of equipment**

Gym and outdoor play equipment is inspected annually under buyback arrangements with Surrey County Council who will also repair any defective equipment. Portable appliance equipment is tested annually (see 7 above). The fire alarm system, smoke detectors, emergency lighting, kitchen gas safe inspection, ductwork and gas appliances in the kitchen, boilers are all inspected under buyback arrangements with Surrey CC. Fire extinguishers and air conditioners are inspected with external companies via an arrangement directly with the school. The caretaker tests the lockdown alarm periodically.

Any defects of equipment should be reported to the caretaker either verbally or via his defects book in the school office. If defective equipment is deemed hazardous then it should be brought to the attention a member of the SLT immediately and also the caretaker and business manager. The business manager will ensure that hazards are clearly identified pending rectification and will arrange for appropriate remedial works to be undertaken.

## **21. Management of medicines**

Please see separate policy on "Supporting Pupils with Medical Conditions".

## **22. Manual handling**

A manual handling risk assessment is available. Manual handling training is available to school staff as necessary. Where an individual is required to perform any significant manual handling task, the school will provide appropriate lifting/carrying equipment. Staff are trained in positive touch as necessary with regard to handling children.

## **23. Personal Protective Equipment (PPE)**

Where a risk assessment deems it necessary, PPE will be provided free of charge. PPE should be examined periodically to ensure it is free from defect. Any defects in PPE must be reported immediately.

## **24. Playground safety**

All teaching assistants and HLTAs have a second role as midday meal and play supervisors. The senior midday supervisor draws up a timetable each term as to where and when each member of staff should be for their supervision. The senior midday supervisor communicates to all new staff and agency staff what they need to do for this role. Playground equipment is cleaned and maintained as necessary. Any defect must be brought to the immediate attention of the caretaker.

## **25. 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. 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](mailto:srm.hands@surreycc.gov.uk) ]

## **26. School trips/ off-site activities**

The school complies with the current Surrey County Council "Guidance for off-site visits and related activities" for all school trips and off site activities. Please see Bell Farm's Education Visits Policy for details of: requirements when planning school trips, who to obtain approval from, when to seek approval from the council, emergency arrangements, parental authorisation, supervision requirements and first aid provision. Mrs K Spalding is the school's educational visits coordinator. Competent advice and guidance is available from SCC's Strategic Risk Management team.

## **27. Site security/ visitors**

The school site is enclosed by a fence. Access to the site is via electric drive-through and pedestrian gates. These gates are activated via staff fobs or for visitors to the site by contacting the office by pressing a button on a control panel, situated next to the gates. All visitors to the school are required to report, in the first instance, to the school office and must sign in using the electronic system and sign out on leaving the premises. They will be given a Visitor stick-on badge, which must be displayed prominently at all times. 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 staff are expected to ask anybody they are unfamiliar with who is not displaying a visitor's badge why they are in school. All staff are expected to close external doors and windows on leaving rooms and to close any other external doors on leaving the building. Procedures to follow during an emergency are set out in the school's emergency plan.

## **28. Smoking**

Smoking and vaping are not allowed anywhere on the school premises.

## **29. Staff consultation**

A representative of the school staff collects information on Health and Safety from the staff and presents this at Governors meetings.

Each time the Health and Safety Policy is reviewed a draft version is emailed to staff asking for any suggested edits or additions.

Health and Safety issues will be included in the staff briefing each Wednesday and emailed to all staff as necessary.

Staff are encouraged to raise concerns or make suggestions for health and safety improvements. In the first instance these concerns should be entered into the Caretaker's Defects Register. Issues that are more serious and/or urgent should be brought to the attention of the headteacher immediately.

### **30. Staff health and safety training**

Training and development needs are kept under constant review and appropriate training provided.

All new staff will receive a copy of the Health and Safety Policy to read along with other documents that they sign to say they have read.

On induction, an HLTA will brief support staff on health and safety arrangements, including fire evacuation, how to report issues of health and safety and where to find the health and safety policy, during a tour of the school. The business manager will cover health and safety with new office staff and caretaker's during their induction. New teacher's will be briefed on health and safety by their phase leader.

### **31. Staff well-being / stress**

The school buys back into the employee assistance programme (EAP) and occupational health arrangements provided through Strictly Education. New members of staff are given a leaflet on the Employee Assistance Programme, including how to make contact with them on starting at the school. The school also provides details to all staff of Navex Global, in its Whistle Blowing Policy, where staff can obtain confidential advice on a range of matters.

The headteacher actively promotes a good work-life balance and this remains an area of focus for the school in looking at the health, safety and wellbeing of all staff members. The school is setting up a group of staff to look at ways to promote well-being in the school. Surveys have been carried out with school staff to identify how the school can improve on staff well-being. A member of staff is undertaking a certified course on becoming the Senior Mental Health lead in the school and other staff have also undertaken training in mental health.

### **32. Vehicles on site**

Staff cars may be parked in the car park situated to the east of the school. Visitors should park outside of the school, unless given permission to park on site. Cars may not be driven in and out of the school between 8.30am and 9.00am and between 3.10pm and 3.30pm. This ensures the safe movement of pupils at both the start and finish of the school day. Cars, other than those with drivers that have a blue badge, are not permitted to be parked in front of the main office doors which need to be kept clear for emergency access.

The school owns two minibuses. The Finance Assistant is responsible for ensuring that all maintenance, servicing, mot certificates, insurances are kept up to date. The Finance Assistant also has responsibility for ensuring that all minibus drivers show evidence of their driving licences and undertake relevant driving tests and that these are renewed as necessary. A second adult, other than the driver is always present when children are driven in either the minibus or a private car. All passengers, both adults and children, must always wear seat belts. Car seats are provided as necessary.

### 33. Violence/school security

All visitors to school are expected to sign in and out at the main office (see Part 3, 27). They will be issued with a stick-on badge which must be prominently displayed. All external doors must be kept closed at all times. Staff should question anyone on site not displaying a stick on visitor badge.

Bell Farm School will not tolerate behaviour that is: threatening, abusive or violent. We strive to create a safe and secure environment for pupils and staff alike. All incidents of verbal and physical violence must be reported immediately to a line manager and the headteacher. The necessary action will be taken.

### 34. 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 as part of the school's buy back arrangements with Surrey CC, 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, also carried out as part of the school's buy back with Surrey CC.

### 35. Work experience and students

The deputy headteacher makes arrangements for work and student placements. Tasks and responsibilities reflect their skills and agreed roles in school, and are subject to the appropriate parts of this policy.

### 36. 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 is provided for staff using steps and ladders and other work at height duties, as required. All other staff have working at height instruction during induction training. If considerable working at height is required, specially trained contractors are used.

Policy source: Surrey CC Template Health, Safety and Welfare Policy for schools September 2021 available from Surrey Education Services website (Surrey CC).

Status of Statutory Policy	Date
Policy authored by Jacky Chave	June 2022
Policy reviewed	June 2023
Agreed by Staff	July 2023
Agreed by Governors	July 2023
Next review	Annually June 2024

## **Appendices**

### **Appendix A: Risk assessments and guidance**

List of risk assessments, policies, and procedures to complement this policy, which are available from the Health and Safety area on Surrey Education Services hub:

COSHH

Manual handling

Moving and handling

Violence at work

PE Gymnastics

Water safety

Stress

Adverse weather

Outdoor education and off-site trips and visits

Animals in schools

Breakfast club

Conflict of gym equipment and lighting rig or projector

Contractors on site

Lone working

New and expectant Mothers

Oak processionary moth

Events

Playground

Site assessment

Temporary mobility difficulties

Traffic management

Young person

Caretaking duties

Working at height

COVID-19 letting venues

Forest school