Health & Safety Policy

Approved by: The Trust Board	**Date: March 2025**
Last reviewed on: March 2026	
Next review due by: March 2027	

1. Introduction

As the employer of staff, Greensand Multi Academy Trust (the Trust) has overall responsibility for the health, safety and welfare of staff and students in the schools. The Trust recognises that decisions about workplace health and safety should take account of the views and priorities of the workforce as well as the management. When workers are actively engaged in health and safety, the end result is fewer accidents and less ill health.

The Trust will support its schools in putting in place clear policies which focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective.

In order to fulfil its monitoring role and to initiate and review health and safety policies and procedures, the Trust's Finance, Audit & Risk Committee (the FARC) will have delegated responsibility for monitoring. This will operate under the terms of the Safety Representatives and Safety Committees Regulations 1977. The FARC will meet termly.

Although overall accountability for Health and Safety, including Fire Safety, lies with the Trust, day-to-day responsibility for the Health and Safety of staff and students in individual schools is delegated to the Headteacher, who in turn will delegate particular functions to other staff, in particular the School Business Manager.

The local School Committees within the Trust are not the employers of staff, but play an important role in ensuring strategic direction and will work in close partnership with the Headteacher and Senior Management Team of the school and relevant staff of the Trust to support good health and safety management.

The schools within the Trust are:

Dovers Green Infant School
Holmesdale Community Infant School
Horley Infant School
Milton Mount Primary School
Kingswood Primary School
Reigate School
St John's Primary School
Wray Common Primary School
Yattendon School
Epsom Downs School

Approved by:	Dated
Chief Executive Officer: Mrs Sue Wardlow	**03.03.26**
Approved by:	**Dated**
Chair of Trustees: Mr Simon Garrett	**03.03.26**

1.1 The Trust Estates and Contract Manager (TEACM) and Finance and Operations Director (FOD) will ensure that the schools comply with the Health & Safety Policy through the following:

a) Monitoring of the Every Reporting System

The Central Team has access to all the schools and will ensure that all statutory inspections are taking place and that remedial action is complete.

b) Monitoring and Reporting Accidents

The FOD receives copies of the OSHENs reports and may ask for further evidence and investigation to be provided. The FOD will support the School Business Managers (SBMs) when a RIDDOR report needs to be completed and if there are any instances where insurance claims are made against the school. The FOD provides a consolidated termly report to the Trustees and analyses the data to identify any trends.

c) Training

The Trust Estates and Contract Manager ensures that all relevant training has taken place for premises staff. This includes lone working, manual handling, asbestos awareness, legionella and anything that is appropriate for the effectiveness of the role.

The FOD arranges annual on line training for staff for fire awareness through Ihasco.

The FOD ensures that Fire Warden training for relevant staff takes place every 3 years.

The TEACM and FOD ensure that their own training is sufficient to advise staff and ensure that SBMs have sufficient experience and knowledge to fulfil their roles as Health & Safety co-ordinators. This includes signposting to courses and also discussions and presentations at termly SBM meetings. The TEACM has completed a NEBOSH certificate in Health & Safety.

The FOD ensures that new SBMs attend all relevant training including IOSH 2 Health & Safety when they join the Trust. All SBMs are made aware of the RPA training available through Willis Towers Watson.

The FOD ensures that any new legislation is communicated to Headteachers.

Staff regularly undertaking home working complete bespoke home working training specifically in relation to Health & Safety risks and preventative measures in remote working environments.

The HR Director provides support and coaching on managing stress and mental health in the workplace, staff wellbeing and conducting risk assessments, including obtaining input from appropriate third parties and implementing reasonable adjustments as required.

d) School Visits

The TEACM visits schools for a termly Health & Safety and Premises review. This takes place with the Designated Governor for Health & Safety and SBM. Reports are written up and uploaded to a shared area.

e) Finance Audit and Risk Committee (FARC)

The Committee consider the risk aspects indicated on the risk register. They receive a termly accident report summary. They are also informed of any issues concerning liability challenges on the schools.

The FARC receive assurances that all statutory inspections are being undertaken in the schools.

The FARC decides on the internal scrutiny schedule for the Trust schools and an RPA audit is required biannually.

f) Large Project Monitoring

The TEACM ensures that all project documentation for large projects is held by the Central Team. The TEACM attends all pre start meetings and is the Trust point of contact for the duration of the project.

g) Staff Wellbeing and Stress Management

The Trust's Chief Executive Officer (CEO) commissions an annual wellbeing survey and has organised wellbeing days for staff. The HR Director ensures that the schools **comply** with all aspects of stress management through policy and through assistance with absence management.

The HR Director supports schools with mental health, wellbeing and stress awareness and/or management procedures and best practice, including adjustments and risk assessments, and ensures that the schools comply with Trust policy and good practice. Additional support is provided in conjunction with absence management procedures, occupational health, Access to Work and the employee assistance scheme provider.

Ergonomic DSE assessments are carried out as required by a third party provider. Eye care for DSE users is provided in conjunction with the Trust's corporate eye care provider.

HEALTH, SAFETY & WELFARE POLICY

Greensand Multi Academy Trust

St John's Primary School

Part 1: Statement of General Policy on Health, Safety and Welfare

Part 2: Organisation and Responsibilities for Health, Safety and Welfare

Part 3: Arrangements and Procedures for Health, Safety and Welfare

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

(3) …it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his 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 employees.

St John's Primary School is an Academy and part of the Greensand Multi Academy Trust ("the Trust"). The Trust is supported by Surrey County Council Risk Management team as its strategic Health & Safety partner.

Legislation

This Policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings;
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees;
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training;
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health;
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept;

- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test;
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register;
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff;
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height;

The school follows National Guidance published by Public Health, England when responding to infection control issues.

This Policy complies with our Funding Agreement and Articles of Association.

PART 1

STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE

The School Committee & Headteacher of St John's Primary School:

1. Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors;

2. Require all managers in the school community to act in accordance with the Trust's Health, Safety & Welfare Policy and procedures, and require the same of persons that they supervise and take responsibility for;

3. The Trustees and Headteacher will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant Health & Safety legislation, and will, so far as is reasonably practicable ensure:

4. A school/workplace in a safe condition;

5. The safe use, handling, storage and transport of articles and substances;

6. A safe working environment for all staff;

7. Safe systems of work without risk to health;

8. Safe plant and equipment;

9. Safe access and egress to all areas of the school for staff, children and visitors;

10. Adequate facilities and arrangements for welfare are provided;

11. The safety of articles and substances for use at work and in school;

12. Effective information, instruction, training and supervision to keep all staff, children and visitors safe is readily available;

13. A positive health and safety culture is promoted through communication and consultation with employees and their representatives;

14. The safety of visiting contractors, members of the public and authorised visitors;

15. In support of the above, the Trustees, School Committee & Headteacher will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for the significant findings to be properly incorporated into the school's Health & Safety procedures.

Sarah Ashworth & Caroline Lawson
Co-Chairs of School Committee

Catherine Browne
Headteacher

PART 2

ORGANISATION AND RESPONSIBILITIES FOR HEALTH, SAFETY AND WELFARE

The following Health & Safety organisational structure, and roles and responsibilities are approved by the Trustees with operational arrangements delegated to the School Committee and Headteacher of St John's Primary School.

1. The Finance, Audit and Risk Committee (FARC)

The FARC approves the Health, Safety & Welfare Policy for all of its schools and monitors its successful implementation. Greensand Multi Academy Trust as the employer has a statutory duty in respect of health and safety in its member schools and to ensure that premises and people are healthy and safe. The daily responsibility for ensuring the safety of the premises and people is devolved to the Headteacher who is the 'Officer in Charge' of the school. The Headteacher will ensure the overall implementation of this policy.

2. The School Committee

The local School Committees of each Trust school will assist the Trust Board in monitoring the effectiveness of school Health & Safety arrangements at its regular meetings and by appointing a designated governor for Health & Safety.

Together with the School Leadership teams, they have responsibility for ensuring that schools fulfil their legal responsibilities and that policy objectives are achieved, and that effective management is in place for the achievement of the policies concerned with Health & Safety.

Health & Safety must be an agenda item on the School Committee meetings. Reviews of termly accident reports, health & safety issues and school trips should be provided.

The lead governor for health & safety will monitor health and safety within the school and advise the School Committee on matters relating to Trust health & safety. They will attend termly meetings with the Trust and Estates Contracts Manager and School Business Manager which will also involve a tour of the building. They will report back to the School Committee concerning these meetings.

The School Committee further ensures, as administrators of the school's delegated budget, that sufficient and appropriate resources are allocated to implement the Health, Safety & Welfare Policy. The School Committee will specifically:

Be informed and updated of Health & Safety policy, and receive advice and support from relevant Officers in the Trust or Advisers acting on SCC Risk management's behalf as part of the buy back.

- Progress of the Health & Safety targets in the SDP;
- Accident/incident analysis;
- Relevant Health & Safety information received from the Department for Education (DfE), Surrey County Council (through Buybacks) or though the Trust's Central Team;
- Suggestions on future Health & Safety initiatives.

The School Committee must 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, children or visitors at risk while they are on the premises;
- They will make adequate provision for the maintenance of the school premises and equipment.

3. 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 & Safety. The Headteacher will advise Governors and Trust central team of any Health & Safety issues where their support or intervention, either via system or finance, is necessary & appropriate in order to effect the requirements of this Policy. In particular, the Headteacher will ensure that:

3.1 The contents of this Policy are brought to the attention of all relevant persons.

3.2 A process for risk assessments is applied within the school, and that:

- All appropriate areas/activities are covered (as per the "core" Risk Assessment schedule attached, together with any risks identified as specific to the school);
- Appropriate control measures are implemented;
- Assessments are monitored and reviewed as necessary.

3.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.

3.4 Appropriate staffing levels for safe supervision are in place.

3.5 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
- Equipment;

Fire Safety Provisions: Fire Extinguishers (annual) Fire Suppression systems (if fitted) Fire Alarm Systems (6 Monthly), Emergency Lighting (Annual), Fire Door Inspections (6 monthly), lightning protection (eleven monthly), Fire shutters/dampers/inspections of external staircases or walkways. Kitchen extraction systems. Magnetic door releases;

Where defective emergency lighting is/are identified, then a review of the implications of failure in that/those areas is carried out and where required interim measures should be put in place;

- Boiler/heating systems;
- Fixed Electrical wiring and installations (5 years)
- Portable electrical appliances;
- Water systems;
- Swimming pools, water features and safety around ponds;
- First Aid/medical facility and equipment;
- Premises staff equipment;
- Curriculum specific e.g. gymnasia, fume cupboards and DT equipment;
- Any upholstered furniture or equipment must conform to the Furniture and furnishings regulations (Fire Safety) and be periodically checked for wear and tear;
- Storage of hazardous materials and fuels including gas cylinders etc.

3.6 An adequate needs analysis of Health & 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 and School Business Manager awareness;
- Health & Safety Induction training (all new and temporary staff) including agency;
- Emergency/Fire Training for the whole school community;
- First Aid;
- Risk Assessment;
- Health & Safety coordinator;
- Manual handling;
- Working at heights; and
- Any further specific Health & Safety training identified by the training needs analysis as being necessary and appropriate will also be considered and carried out.

Competent Person

The Trust appoints competent persons as required under Regulation 7 of the Management of Health & Safety at Work Regulations 1999. Competent advice is provided by Surrey County Council as the Trust's strategic partner and internally via the TEACM (NEBOSH qualified) and FOD

3.7 Adequate and easily retrievable health and safety training records are available and up to date.

3.8 The school through the Trust secures and maintains an arrangement for obtaining competent Health & Safety advice as required by the management of Health & Safety at Work Regulations 1999.

3.9 Arrangements are in place for termly evacuation drills and weekly fire alarm tests etc. schools should ensure that the route is not always the same so that staff and children would be able to adapt in real life situations.

3.10 A termly Health & Safety Report is provided to Governors.

3.11 The school cooperates and participates with any DfE monitoring requirements.

3.12 A school's Educational Visits Co-ordinator is appointed and trained accordingly.

3.13 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored. A record of training for catering staff is received from Twelve15. This should include fire training and use of fire extinguishers

3.14 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.

3.15 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.

3.16 The fire risk assessment is updated every 12-18 months and/or whenever significant changes or building works might affect the mean of escape or following a fire or near miss.

3.17 An appropriate deputy is suitably instructed to take day-to-day responsibility for Health & Safety in the absence of the Headteacher.

The Headteacher may delegate functions to other or single members of staff (e.g. a Health & Safety Co-ordinator) who may be tasked with the Health & 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.

Under the Regulatory Reform (Fire Safety) Order 2005,

As CEO of Greensand Multi Academy Trust, Sue Wardlow is responsible for Fire Safety within the Greensand schools. She is supported by the FOD and TEACM to ensure that schools are compliant with fire safety responsibilities.

The Headteacher/Deputy Headteacher/SBM are responsible for day-to-day fire safety within the schools.

4. School Business Manager

The School Business Manager (SBM) will take on the above responsibilities in the absence of the Headteacher. The SBM also acts as the Health & Safety Co-ordinator (See point 8).

5. Line Managers

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. In particular, Line Managers will ensure that:

5.1 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;

5.2 All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the school's procedure;

5.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency;

5.4 Any equipment/appliance which has been identified as being unsafe is removed from service;

5.5 Health & Safety inspections are carried out within their areas of responsibility within a timescale agreed with the SBM, and a report to the Headteacher is provided where necessary;

5.6 The Health & Safety training needs of staff are identified and the Headteacher informed accordingly;

5.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work;

5.8 New transferred and temporary staff receive appropriate Health & Safety induction training;

5.9 First aid provision is adequate;

5.10 Children are given relevant Health & Safety information and instruction.

6. Teaching Staff (including supply)

Teaching staff are responsible for the health & safety of all children under their control and in particular must ensure:

6.1 Effective and appropriate supervision of the children that they are supervising;

6.2 That appropriate safety instructions are given to all children prior to commencing practical sessions;

6.3 That they are familiar with the school's Health, Safety & Welfare Policy and any arrangements specific to their own department;

6.4 That emergency procedures in respect of fire, emergency evacuation, emergency lockdown and security, and first aid are carried out;

6.5 Where relevant, that all personal protective equipment 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.eg in a dry, clean cupboard. If it is reusable it must be cleaned and kept in good condition;

6.6 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 compliance with safety legislation;

6.7 That they report any defective equipment to the relevant person, such as the site supervisor/caretaker of the premises team;

6.8 All accidents and incidents are reported, including near misses and the correct reporting procedure is followed.

6.9 Teachers all have access to the Every Reporting Systems where they can report any items which may represent a Health & Safety Risk.

7. Premises Staff

The Premises team is responsible to the Headteacher and School Business Manager, and in particular will ensure:

7.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe or upholstered furniture/equipment which has the covering worn/torn exposing the foam;

7.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger;

7.3 That periodic Health & Safety inspections are carried out at a timescale agreed by the Headteacher and SBM, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. Termly inspections will be undertaken with the SBM, designated Health & Safety Governor and the Trust Finance and Operations Director or Trust Estate Manager;

7.4 That persons they supervise only undertake work for which they are competent;

7.5 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;

7.6 That all staff work in accordance with safe working practices issued by the Trust, the school and any outside safety agencies, for example CLEAPS for Science, DT and Art;

7.7 Ensure that all contractors on site are aware of the emergency evacuation procedures and have sight of the school health & safety policy as appropriate to their work;

7.8 Ensure that all contractors view the asbestos register prior to commencing works that may involve working in areas with the potential of disturbing asbestos;

7.9 Inform contractors of any known hazards which might affect them at work.

Premises staff will ensure that all Health & Safety items on Every are dealt with in a timely and appropriate way. They will liaise with the SBM regarding any substantial work arising.

8. Health and Safety Co-ordinator

The Headteacher may appoint or nominate a Health & Safety Co-ordinator to carry out Health & Safety functions and maintain an overview of the Health & Safety organisation & management of the school, and report to the Headteacher accordingly. For St John's Primary School the Health & Safety Co-ordinator is the School Business Manager. Specific functions of the Health & Safety Co-ordinator may include:

8.1 Having an overview of the school's Health & Safety Policy and arrangements, bringing amendments to the attention of the Headteacher where necessary;

8.2 Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies;

8.3 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.

8.4 Advising the Headteacher, FOD, Trust Estate Manager and Governors of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged;

8.5 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe;

8.6 Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered;

8.7 Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources;

8.8 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;

8.9 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;

8.10 The SBM will participate in the termly inspection of the building with the Designated Health & Safety Governor and the TECAM. A report will be made which will be uploaded to the Teams Estate Area for the school;

8.11 Carry out health & safety functions in school and maintain an overview of the health and safety organisation and management of the school and report to the Headteacher and School Committee.

9. All Employees (including temporary & 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. All employees have access to the Every Reporting System and should use this to log any Health & Safety issues.

Employees must also co-operate with the management of the school to ensure that all parties comply with their Health & Safety responsibilities. In particular, all employees must:

9.1 Participate in the school's risk assessment process and comply with findings;

9.2 Report any defects in the condition of the premises or equipment of which they become aware;

9.3 Report all accidents/Incidents in accordance with the school's procedure;

9.4 Be familiar with the procedure to be followed in the event of a fire/emergency;

9.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons;

9.6 To follow all relevant codes of safe working practice and local rules;

9.7 To report any unsafe working practices to their Line Manager.

10. 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 School Committee/Headteacher is notified in writing of an appointment, the safety representative shall have the following functions:

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

b) To investigate complaints by any employee they represent relating to that employee's health, safety, or welfare at work.

c) To make representations to the Headteacher on matters affecting the health, safety, and welfare of employees.

d) To carry out workplace health and safety inspections, subject to reasonable notice to their line manager, and present findings to the Headteacher.

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

Name	Union	Area Covered

Alternative consultation arrangements:

Name of Employee Representative:	
Contact details:	

11. Health and Safety Committee (membership to be determined locally)

The school has established a Health and Safety Committee which meets termly. The main purpose of the committee is to consult with staff on health and safety issues and agree health and safety procedure. Minutes of the health and safety committee are copied to governors for School Committee meetings. Membership of the Health and Safety Committee may include:

- Headteacher [Elizabeth Wombwell]
- Trust Representative [Graham Hills or Wendy Hill]
- Health and Safety Coordinator [Maxine Voutilainen - SBM]
- Site Supervisor [Howard Wood – Premises Manage]

It is a legal requirement to consult with employees on Health and Safety issues. A Safety Committee is where formal consultation with employees takes place, but individual and group staff meetings are also appropriate forums for communication on Health and Safety matters and concerns.

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

PART 3

ARRANGEMENTS AND PROCEDURES FOR HEALTH, SAFETY AND WELFARE

The following procedures and arrangements relate to local procedures and relevant documents in place that are used in the management of health and safety within schools 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 referred to under the relevant section.

PLEASE add/delete information as appropriate

1. Access Control/Security

The internal doors to the school are closed throughout the school day and entry is by code for staff and via the receptionist for visitors. All visitors must sign in and a visitor's badge is issued. Orange lanyards indicate that visitors have valid DBS clearance and may be allowed to move freely around the school. Red lanyards indicate that visitors need accompanying around the building.

Premises staff ensure that external gates, with exception to the entrance gates, are closed throughout the school day.

Staff are encouraged to challenge any person on site who does not have visible identification.

2. Accident Reporting, Recording & Investigation

The Trust provides resources in the MAT Estate Management team in relation to accident reporting. A flow chart indicates the actions that are required in the event of an accident. SBMs are encouraged to use the training videos from the RPA through Willis Towers Watson for Accident Reporting and investigation. SBM meetings cover this topic.

Following an accident in school or on a school trip, an injury form is completed by the person supervising the activity or by another adult witness. Forms are available from the school office and are returned to the School Business Manager. All staff accidents are reported to the central team using the Greensand Accident report form.

For more serious accidents, details are entered onto the Greensand Accident reporting form. The report will be received by the central team who will copy the SBM and Headteacher. The FOD may ask for further investigation into an accident depending on the circumstances. The FOD may refer an incident to Surrey County Council Risk Management for further advice. An accident investigation form is available in the MAT Estate Management area. All RIDDOR-notifiable events must be reported to the FOD immediately by phone. The FOD will submit formal notification to the HSE within statutory timescales.

When any serious accident occurs, the SBM or Headteacher should be informed immediately.

3. Asbestos

Asbestos surveys are arranged by the School Business Manager or Premises Manager. The school's asbestos register is kept in paper form in the school office. The school ensures that a competent and qualified company undertakes the asbestos inspection and provides a report. Where asbestos is discovered, the area must be sealed off and further advice sought in line the Asbestos Management plan. Premises staff are aware to take specific care when drilling etc. in the older parts of the building.

For the welfare of firefighters attending a fire within the premises, the asbestos register should be readily available at each school.

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. The FOD provides a PowerPoint presentation on asbestos awareness in all schools for all new starters and for existing staff to use for INSET. Contractors will be advised that if they discover material they suspect is 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 school office. The asbestos survey is reviewed annually with the Asbestos Management Plan by the TEACM.

4. Contractors

The school may use contractors for many purposes. Some contractors have been known to the school for a long period of time and their practices are acceptable to the school. Where outside contractors are employed, incidents and concerns are discussed with the contractor on site.

For larger projects parties will exchange health & safety information, agree safe working arrangements, Method Statements, risk assessments, frequency of liaison meetings, name of person monitoring and how staff should report concerns.

Where any hot works are proposed/required, The Hot Work Policy should be put instigated and relevant documents signed by the contractor/member of staff before any works are commenced.

The school will follow the procedures provided by the Trust for contractor vetting.

5. Control of Safe Handling and use of Hazardous Substances

Cleaning solutions are stored in locked cupboards in the main school and lower school buildings. This includes supplies belonging to the contract cleaner. Hazardous substances are stored in a locked COSHH cupboard in the premises manager's locked office area. Where cleaning products come with a COSHH notice, the contents of the advice are explained to the cleaner and a copy is held in the COSHH folder A list of hazardous substances is held in the Fire Evacuation Book.

A list of hazardous substances is held in the Fire Evacuation Book.

6. Curriculum Safety

All teaching staff should be familiar with the school's health and safety policy, and complete risk assessments specific to their own curriculum area prior to commencing hazardous activities.

7. Display Screen Equipment

The school is provided with the HSE advice and Risk Assessment concerning the use of Display Screen Equipment (DSE). All staff can report any defects in workstation on the Every Reporting System. Any health concerns can be reported to line managers or the SBM. Vouchers are provided for all essential users and are available by request from the SBM.

8. Management of Medicines

Parents complete a Parental Agreement to Administer Medication Form which is submitted to a member of the office team. The medicine is checked according to the label and is stored safely and administered to the child as prescribed. If a child has an epi pen or an inhaler, the individual teachers are notified and the items are kept in the class medical bag.

9. Electrical Equipment (Fixed & Portable)

Fixed electrical inspections are undertaken every five years. The inspection is carried out by GKDS Electrical Limited. Portable Appliance Testing is undertaken on a regular basis by the Premises Manager and a record of testing is retained. All Class 1 items, for example, fridges, microwaves, toasters and all metal appliances, are tested annually. Class 2 items, for example, computers, photocopiers are tested bi-annually but visual checks are carried out termly. Defects are dealt with through repair or replacement. Staff members report any faulty equipment to the TEACM or SBM who will then decide whether it is an issue for the premises staff or whether a contractor is required.

10. Emergency Procedures

In the case of an emergency, and in accordance with the Trust's Scheme of Delegation, the Headteacher is to deliver immediate action to deal with the emergency in line with the school's emergency planning arrangements and business continuity procedures. Dependent on the circumstances, the Headteacher is to consult with the Trust's and the Chair of the School Committee. The Headteacher is to inform & report to the CEO and FOD & School Committee once the emergency is abated. In the event of a crisis (such as COVID-19), the Headteacher will consult with the CEO & FOD and Chair of the SC. The Trust's Crisis Response Committee will consult and monitor the position and make recommendations to the Trust Board for approval on the Trust-wide approach.

11. Fire Precautions & Procedures (and other Emergencies)

The school follows the guidelines set out in The Regulatory Reform (Fire Safety) Order 2005, Fire Safety (England) Regulations 2022, Fire Safety Act 2021. The Headteacher or SBM is responsible for arranging and reviewing the school Fire Risk Assessment and Action Plan, arrangement of termly drills for children and staff, 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., testing of emergency releases (green box) on doors fitted with magnetic locks, checking the condition and operation of fire doors (and finger guards?) . The fire safety book containing logs of inspections and fire drills is located in the school office. This information is also available on the Every system.

The Fire Risk Assessment is undertaken by Les Dodd every 12-18 months and general fire, health & safety matters are considered as part of all routine inspections. The action plan for the FRA is kept in the School's Estate Management Teams area. Staff responsible will sign when actions have been completed on the hard copy of the FRA.

All rooms in the school have Fire Evacuation notices which give clear direction of what needs to be done if the fire bell rings. All staff receive basic fire training. Premises and selected staff receive fire marshal training.

All fire doors should be inspected every six months by the TEACM who has completed a Fire Door Inspection Course. Training will be provided for Premises Managers to enable them to carry out periodic checks of the condition and effective operation of fire doors. During 2024 all fire doors will be asset tagged and recorded on the Every system.

12. First Aid

Most teaching assistants are trained in first aid, as are the office team, breakfast and afterschool club team. A full list of trained staff is held within the school office. The defibrillator is located on the wall inside the entrance to the school office. First aid bags are located in every classroom. The office team / class teaching assistants are jointly responsible for checking and restocking. The office team would be responsible for dealing with emergency procedures concerning first aid including contacting parents and the ambulance.

13. Glass & Glazing

All glass in doors, side panels should be safety glass, or fire rated if within a fire door. All replacement glass should be of safety/fire standard. An assessment of each school is undertaken to establish compliance. All glass in doors, side panels and windows should be safety glass, and all replacement glass should be of safety standard. Routine Health and Safety inspection of the premises should include a review of glass status (i.e., chipping, cracking etc.).

If a door or window has a cracked pane, safety film is placed over it until full repair can be made. In the event of a piece of glass being shattered, the area may need to be boarded up.

14. Health and Safety Advice

The Trust has arranged for Surrey County Council Risk Management to support its schools as its Strategic Health & Safety Partner. The SBM/Premises Manager has attended Health & Safety briefings. Premises staff have attended courses regarding working with ladders/towers. The Educational Visit Co-ordinator has attended a course run by Surrey County Council. The school also benefits from Health & Safety advice through the Risk Protection Arrangement (RPA), its insurers, who run courses and provide information regarding Health & Safety.

15. Housekeeping, Cleaning & Waste Disposal

The premises staff attempt to keep the site as clean and litter free as possible. Internal and external bins are emptied on a regular basis. In the event of snow, up to a week's supply of grit/salt is kept on site. Snow shovels are available for use. Arrangements are made for regular disposal of food, recyclable and general waste.

16. Infection Control (including Coronavirus)

The school's management will undertake a specific Risk Assessment in accordance with combined UKHSA/DfE guidance and bring the significant findings of the Risk Assessment to the attention of all staff.

The Headteacher/SLT will monitor as necessary to ensure that any and all suitable and sufficient control measures as prescribed by PHE/DfE and outlined within the school's Risk Assessment remain in place and are properly adhered to within the school environment.

All staff are required to make infection control a key priority and to act at all times in a way that is compliant with safe, modern and effective infection control practice as explained by the school's own specific risk assessment, and any advice and guidance issued by and within the school for the purposes of infection control.

All staff within the school have a responsibility to monitor and ensure that the children under their supervision adhere to the rules and procedures put in place to protect the whole school community from the spread of infection.

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 Surrey Risk Management. The Headteacher is responsible for carrying out and monitoring

safety procedures and risk assessments within the school, and communicating to staff, visitors and pupils following guidance changes.

17. Handling & Lifting

At present, there are no physically disabled children on site. Premises staff are aware of the need not to overload themselves or barrows when moving goods and supplies.

18. Jewellery

Please refer to the School Uniform Policy regarding the wearing of jewellery.

19. Lettings/Shared use of Premises

Lettings are agreed following completion of the school's letting form. For lettings out of school hours, the school provides a telephone contact number in case of emergency.

Lettings are responsible for the safety of those people in their care. They are provided with a link to the school's Health and Safety policy. Where any equipment is involved in the hire, they will be shown how to use it by a member of school staff.

Any electrical appliances brought onto site by hirers should be subject to PAT testing before approval for use is given.

Emergency lighting is periodically checked and documented to ensure effective coverage before or after the school day.

Risk Assessments for PTA and Friends events are provided to the SBM for approval.

Fire and emergency arrangements are shared with all external users of the school's facilities.

20. Lone Working

There are occasions when premises staff are alone in the building. Procedures are in place to prevent high-risk activities taking place during this time.

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 cannot access the school during the holiday periods without the knowledge or consent of the Headteacher, Business Manager or Premises Manager. If lone working is to be undertaken, a Risk Assessment will be completed by the Line Manager, 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.

21. Long Term Evacuation Plan

An Emergency Plan is in place. Copies are held by the Senior Leadership Team (SLT) and Front Office.

22. Maintenance / Inspection of Equipment

a) Maintenance of Equipment

- Fire Equipment - Stand-By Fire Protection
- Gym Equipment – Sport & Play Ltd
- Kiln Equipment – Surrey CC / Twelve 15
- Emergency Lighting - GKDS Electrical Limited
- Kitchen Ventilation – PW Industrial
- Fire alarms - Mech-Elec
- Boilers – R&M Heating Services Ltd
- Air Conditioning – Crown Air Conditioning
- Lightning protection – EES London Limited
- Security alarm - Mech-Elec
- Asbestos - Medway Insulations Ltd
- Waste Management - Reigate & Banstead Waste
- Fixed electrical inspections - GKDS Electrical Limited
- Electrical testing PAT - Premises Manager

Manual handling

Activities involving lifting/handling, risk assessments are identified and the school aim is to minimise manual handling tasks. Where this is not possible staff receive training in manual handling. Premises and technical staff are encouraged to request appropriate equipment for handling of heavier equipment.

Separate assessments and training are made for the lifting of pupils. Teachers are appropriately trained 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 manual handling should be detailed in the risk assessment relating to specific curriculum areas, for example, PE.

23. Monitoring the Policy

The SBM and TEACM carry out termly Health & Safety Inspections with the link Governor for Health & Safety. The School Committee receive a Health & Safety Report at each School Committee meeting.

24. Personal Protective Equipment (PPE)

A selection of PPE is available to staff. Where something specific is required to carry out a task, this will be provided free of charge. All PPE is stored in a safe, secure and clean environment.

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25. Supervising Social Time

Playground safety Playtime is always supervised with first aiders. The grounds are inspected regularly by the caretaker and outdoor playground equipment is inspected by Sport & Play Ltd.

26. Reporting Defects

All hazards should be reported to the Premises Manager who will arrange for remedial work to be undertaken. All employees have access to the Every reporting system.

27. Risk Assessments

The Headteacher is responsible for ensuring Risk Assessments are undertaken, reviewed and actions carried out, including individual Risk Assessments for staff. The Central Team provides a number of Risk Assessments which are then completed by the SBM at the school.

Please see Appendix B attached for a list of assessments that support these arrangements. Guidance, and templates are also 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.

The HR Manager is responsible for ensuring Risk Assessments are carried out on pregnant members of staff or staff that have health problems. These are signed by the staff member involved and by the Headteacher or SBM. A copy is given to the member of staff and one copy is kept in their personnel file.

If a member of staff is absent with stress, a Risk Assessment will be completed and a referral to Occupational Health will be made. Staff will be offered the counselling service available through the School's Advisory Service (SAS).

28. School Trips/ Off-Site Activities

Oliver Williams is the Educational Visits Co-ordinator.

A Risk Assessment is completed by the trip leader and a first aider with an equipped first aid kit is present on all trips. Party leaders and class teachers hold a list of children with medical needs and all necessary medication is held by a staff member for the duration of the trip.

Off site trips will be uploaded to EVOLVE so that they can be assessed by Surrey County Council's Risk Management Team.

29. Site Security & Visitors

The school entrance gates are locked during school hours. The fences and gates are checked daily as part of the Caretaker's morning site inspection.

Visitors call through to the school office via intercom to gain access and sign in at the school office. Authorised visitors receive lanyards (orange DBS checked & red not DBS checked). Visitors are asked to read the safeguarding notice before entering the main school building. Visitors from outside agencies are asked to show their identity badges (and DBS certificates, where applicable). Visitor access may be restricted / they may need to be accompanied depending on the visitor and nature of visit. Visitors sign out and leave through the main entrance.

30. School Transport

The school does not have any minibuses but occasionally borrows minibuses from other schools. Minibuses must only be driven by someone who has passed a competency test. Before a test is taken, driving licences are checked for any offences that would prevent them from driving the minibuses.

31. Smoking

The school has a no smoking policy.

32. Staff Consultation

Staff governors are appointed to the School Committee.

Staff are encouraged to communicate Health & Safety issues directly to the SBM or the Premises Team through the Every system.

33. Staff Health & Safety Training and Development

An induction pack is provided to all new members of staff and this includes the Health & Safety Policy. The SBM or HR Manager discusses Health & Safety issues with support staff at induction. Heads of Department explain Health & Safety issues concerning their department, Staff Health and Safety training.

34. Staff Well-being / Stress

The Trust provides a number of initiatives to promote staff wellbeing and reduce stress among its employees. An anonymised staff wellbeing survey is commissioned each year with Edurio. Staff wellbeing days have engaged speakers across a wide spectrum of wellbeing. Headteachers and SBMs have received professional coaching to better understand their own wellbeing.

The school uses the Occupational Health service available through its Staff Absence Cover Insurance. There are also counselling, wellbeing and medical benefits available through this provider. These services are available to all staff within the Trust.

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. Active monitoring of staff absences results in early intervention of stress related conditions. Schools are encouraged to have wellbeing teams.

35. Supervision (including out of school learning activity/study support)

Teachers must not leave children unattended in the classroom. At break and lunchtimes, a robust system of supervision is in place.

36. Swimming Pools

The school does not have a swimming pool but has use of the pool at Dunottar School on Friday afternoons. Children walk with a minimum of two members of staff and are accompanied in the pool with a minimum of two qualified swimming teachers.

37. Use of VDU's / Display Screens

A leaflet is provided to staff regarding the safe use of VDU/Display screens and an annual questionnaire is completed by users. Any member of staff who regularly uses a VDU is entitled to a free eye test as required by the dispensing optician.

38. Vehicles on Site

Deliveries are requested outside the main entry and exit times of the children. SLT members and members of the Premises Team supervise the entrances / exits at the beginning / end of the school day. There is no school car park and parents are regularly reminded to park considerately on the surrounding roads.

39. Violence to Staff / School Security

The school entrance gates are locked during school hours. The fences and gates are checked daily as part of the Caretaker's morning site inspection. Visitors call through to the school office via intercom to gain access and sign in at the school office. Visitors sign out and leave through the main entrance. There is a routine for locking down the building if there is an intruder on site. All staff are required to report all incidents of verbal and physical violence to the senior leadership team.

40. Working at Height

Working at height should be avoided where possible. A Trust Risk Assessment is provided to each school and adapted for the setting. Working at height must not be carried out alone and staff regularly using steps, ladders and towers receive training. Children are not allowed to use ladders.

41. Work Experience

Work Experience Risk Assessments for Young People are completed for students undertaking placements at St John's Primary School.

42. Water Management (Legionella)

The school complies with the 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.

Appendix B: 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

Statutory

Workers under the age of 18

COSHH

Display Screen Equipment

Fire

First Aid

Manual handling

Working at Height

Children being drawn into terrorism