



## **St Ann's Heath Junior School**

*The school is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all members of the school and its community to demonstrably share this commitment.*

### **Health Safety and Welfare Policy & Arrangements For St Ann's Heath Junior School**

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.*

**This policy statement supplements the general statements of policy issued most recently by the Surrey County Council, and obtainable via SCC website.**

Throughout this Policy, reference is made to Surrey County Council Health, Safety and Welfare Policy. Where Surrey County Council is the employer i.e. Community and Voluntary Controlled Schools, this policy must be followed.

This Policy is organised as follows:

- 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
- Appendix: First Aid Arrangements

**Part 1:**

**Statement of General Policy on Health, Safety and Welfare**

1. The Governing Body and Co - Head teachers of St Ann's Heath Junior School:
  - Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors,
  - Act in accordance with the general Health, Safety and Welfare (HSW) policy of Surrey County Council.
  - Require all senior managers in the school community, to act in accordance with SCC/School HSW policy and procedures, and require the same of persons that they supervise and for whom they take responsibility.
  
2. The Governing Body and Co - Head teachers will provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure compliance with all relevant HSW legislation, and will, so far as is reasonably practicable ensure:
  - The school is in a safe condition.
  - A safe working environment.
  - Safe systems of work.
  - Safe plant and equipment.
  - Safe access and egress to all areas of the school.
  - The safety of articles and substances for use at work and in school.
  - Sufficient Instruction and Training Supervision
  
3. In support of the above, the Governing Body and Co - Head teachers 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 HSW procedures.

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Helen Syms, <b>Chair of Governors</b>
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October 2018

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Jackie King / Pip O'Connor <b>Co-Head teachers</b>
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October 2018

## Part 2:

### Organisation and Responsibilities for Health, Safety and Welfare

The following Health Safety and Welfare (HSW) organisational structure, and roles and responsibilities are approved by the Governing Body and Co - Head teachers of St Ann's Heath Junior School.

#### 1. The Governing Body

The Governing Body oversees but delegates approval of the HSW Policy of the school and monitoring of its successful implementation to the Vision and Ethos Committee. The Governing Body further ensures, as administrators of the school's delegated budget, that sufficient and appropriate resources are allocated to implement the HSW Policies. The Governing Body will specifically:

- 1.1 Include Health and Safety targets in the School Development Plan.  
Targets may include,
  - Provision of facility for health and safety purposes.
  - Reductions in accidents/incidents.
  - Training for Governors/staff, and
  - revision of policy/procedures
- 1.2 Nominate the Vision and Ethos Committee as the HSW link between the Governing Body and the wider school community, who will stay up to date with school HSW initiatives and inform the Governing Body accordingly.
- 1.3 Be informed and updated of Surrey County Council's HSW Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC behalf.
- 1.4 Ensure that HSW is an agenda item on full Governing Body termly meetings, and receive a termly HSW report from the Vision and Ethos Committee at this time. This report should include information on,
  - Accident/incident analysis
  - Relevant HSW information received from SCC or its Advisers.
  - Suggestion on future HSW initiatives.
- 1.5 Facilitate any necessary review of the school's HSW policy and procedure as may become apparent via the strategies above.

#### 2. Co - Head Teachers

As Senior Managers for the premises, and of all on and off site school related activities, the Co - Head teachers are responsible for the day to day management of HSW. The Co - Head teachers will advise SCC/Governors of any HSW issue where their support or intervention, either via system or finance, is necessary and appropriate in order to effect the requirements of this policy. In particular the Co - Head teachers will ensure that:

- 2.1 The contents of this policy are brought to the attention of all relevant persons.
- 2.2 A process for risk assessments is applied within the school, and that:
  - All appropriate areas/activities are covered, (*as per "core" Risk Assessment schedule attached, together with any risks identified as specific to the school*).
  - Appropriate control measures are implemented, and that
  - Assessments are monitored and reviewed as necessary.
- 2.3 There is a management system for monitoring the effectiveness of health safety and welfare arrangements, which form part of this policy.

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- 2.4 Appropriate staffing levels for safe supervision are in place.
- 2.5 An adequate schedule of inspection & 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. gym equipment
- 2.6 An adequate needs analysis of HSW training is undertaken for schools staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
- Co - Head teachers HSW awareness
  - HSW Induction training (all new and temporary staff)
  - Emergency/Fire Training for the whole school community.
  - First Aid
  - Risk Assessment
  - HSW Coordinator
  - Lifting and Handling and any further specific HSW training identified by the training needs analysis as being necessary and appropriate.
- 2.7 Adequate and easily retrievable health and safety training records are available and up to date.
- 2.8 The school secures and maintains an arrangement for obtaining competent HSW advice as required by the management of HSW regulations.
- 2.9 A termly HSW report is provided to Governors.
- 2.10 The school cooperates and participates in the County's HSW monitoring arrangements.
- 2.11 A school's Educational Visits Co-ordinator is appointed and trained accordingly.
- 2.12 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents
- 2.14 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- 2.15.1 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the means of escape.
- 2.15.2 An appropriate deputy is suitably instructed to take day to day responsibility for HSW in the absence of the Co - Head teachers.

The Co - Head Teachers may delegate functions to other or single members of staff (e.g. a HSW Coordinator) who may be tasked with the HSW administrative arrangements for ensuring the above responsibilities are complied with. The Co - Head teachers will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

### **3. Inclusion Manager**

Inclusion Manager will take on the above responsibilities in the absence of the Co - Head Teachers.

#### **4. Subject Leaders**

Subject leaders in charge of Curriculum Areas are responsible to the Co - Head Teachers for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

- 4.1 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.
- 4.2 All accidents and incidents occurring within their areas are reported, recorded and investigated in accordance with the school's procedure.
- 4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- 4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.
- 4.5 HSW inspections are carried out within their areas of responsibility within a timescale agreed with the Co - Head Teachers.
- 4.6 The HSW training needs of staff are identified and the Co - Head Teachers informed accordingly.
- 4.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- 4.8 New and temporary staff receive HSW policy as part of their induction process.
- 4.9 First aid provision is adequate.
- 4.10 Pupils are given relevant HSW information and instruction.

#### **5. Teaching Staff**

Teaching staff, including supply staff, are responsible for the HSW of all pupils under their control and in particular must ensure:

- 5.1 Effective and appropriate supervision of the pupils that they are supervising.
- 5.2 That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- 5.3 That they are conversant with the school's HSW policy and any arrangements specific to particular subjects eg PE.
- 5.4 They know the emergency procedures.
- 5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- 5.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.
- 5.7 That they report any defective equipment to the relevant person.
- 5.8 All accidents and incidents are reported and reviewed or investigated.

#### **6. Site Manager**

The Site Manager is responsible to the Co - Head Teachers / Bursar, and in particular will ensure:

- 6.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- 6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- 6.3 That termly HSW inspections are carried out at a timescale agreed by the Co - Head Teachers, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. (These may be carried out

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with others such as governors, Health and Safety Co-ordinator etc)

- 6.4 That persons they supervise only undertake work for which they are competent.
- 6.5 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.
- 6.6 That all staff work in accordance with safe working practices issued by the school, the County Council etc.

## **7. Health and Safety Co-ordinator**

The Co - Head Teachers are the Health & Safety Coordinators, maintaining an overview of the HSW organisation & management of the school and delegating responsibilities as appropriate, e.g. to the site manager. Specific functions of the HSW Coordinator include:

- 7.1 Having an overview of the school's HSW Policy and Arrangements.
- 7.2 Overseeing & supporting the school's Risk Assessment / Risk Management process
- 7.3 Carrying out, the school's accident/incident recording, reporting, and investigation arrangements.
- 7.4 Arrange for termly evacuation drills and fire alarm tests etc.
- 7.5 Advising the County Council 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.
- 7.6 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- 7.7 Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- 7.8 Reporting any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- 7.9 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.
- 7.10 Ensuring that all Senior Leaders are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

## **8. All Employees**

All employees, including temporary employees and volunteers, 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 HSW responsibilities. In particular all employees must:

- 8.1 Participate in the school's risk assessment process and comply with findings.
- 8.2 Report any defects in the condition of the premises or equipment of which they become aware.
- 8.3 Report all accidents/incidents in accordance with the school's procedures.
- 8.4 Be familiar with the procedure to be followed in the event of a fire / emergency.
- 8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- 8.6 Follow all relevant codes of safe working practice and local rules.
- 8.7 Report any unsafe working practices to the Co - Head teachers.

**9. Health Safety and Welfare Consultation**

All staff have an opportunity at weekly staff meetings or half termly support staff meetings to discuss any HSW issues affecting them (including Risk Assessment), and to influence as appropriate the school's continuing policy and procedures.

**10. Vision and Ethos Committee**

The school has established a Vision and Ethos Committee which meets termly. One of the main purposes of the Committee is to monitor HSW issues, carry out inspections of the buildings and grounds and agree HSW procedures. Minutes of the Vision and Ethos Committee are copied to Governors for termly Governing Body meetings.

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

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

**1. Access Control/Security**

**Premises**

The main entrance to the school for vehicles is open from 7.00am until approximately 6.30pm. The gate is shut by the Site Manager to ensure the school site is secure overnight and at weekends. If lettings or other activities take place alternative arrangements will be made.

The external pedestrian gate is open just before arrival time in the morning, kept locked during school hours, and opened shortly before home time. It is locked again by 4.30pm.

The gate onto the playground is opened at 8.20am and is closed and padlocked after the second bell at 8.50am. Late arrivals enter the school via the main entrance and report to the school office.

All visitors to the school must sign in the visitor's book on arrival and collect a visitor's lanyard/badge. When leaving, the visitor must return the lanyard/badge and sign out. These procedures include visitors to The Den. Where necessary, visitors should be accompanied around the school by a member of staff. Where any staff member comes into contact with an unauthorised person on school premises they should not put themselves or children in their charge in danger, they should summon help or assistance from a colleague in line with the schools Emergency Procedures document.

**Beginning and End of Day Procedures**

Parents are requested to drop their children off at school from 8.20am. The registers are taken at 8:50am. Children are dropped off onto the front playground. If it is raining, children may go directly to the entrance hall on arrival. Senior Leadership staff will be present on the playground from 8.20am until 8.50am. At the end of the day, teaching staff supervise the children on the front playground from 3.10 until 3.30pm. Children who remain uncollected after 3.30pm will be asked to wait by the gates, where they will be supervised by a member of staff. If necessary, the child's parents will be telephoned.

Parents wishing to collect their child during school hours should report to the school office.

When after school clubs are in progress, children will be supervised by the club leader throughout and at the end of the session. No child will be sent off the school premises until an adult, known to them, has collected them. Parents are asked to inform the school by writing a note in their child's planner or by contacting the school office in advance should there be any change of adult collecting their child. A member of the school staff will always be on the premises when after school clubs are in progress.

All external doors are locked at 5pm. Access into the school building is only granted through fob controlled doors.

### Key Holders

The following people are officially listed as key holders to the school property any emergency contact or access problems.

Tom Wicks	Site Manager
Jackie King	Co - Head teacher
Pip O'Connor	Co - Head teacher
Hazel Bean	Bursar
Julie Williamson	Inclusion Manager

## 2. First Aid Procedures Accident Reporting, Recording & Investigation

St Ann's Heath Junior School follows the DfE Good Practice Guidance on First Aid for Schools (see Appendix) which also defines the terms First Aider and Appointed Person.

In the event of a minor injury, the first aid kit located in the medical cupboard next to the school office will be used. Accidents or bumps to the head are recorded in the Accident Book, and for serious accidents or head injuries, parents are informed by telephone.

**In the event of a more serious injury a First Aider must be summoned and will take charge.**

Certified First Aiders in school are:

Maggie Masterman 15/12/17 to 14/12/20

**First aider will give immediate help** to casualties with common injuries or illnesses and those arising from specific hazards at school and when necessary ensure that an ambulance or other professional medical help is called.

- A member of the office staff will call the parent/carer and inform them of the situation
- The first aider will be the direct liaison with the paramedics /parents/carers on site.
- In the absence of a parent/carer the first aider will act in loco parentis and accompany a child to hospital if required.
- Infection control precautions will be followed by the first aider when giving first aid or clearing up following an injury or illness.

After the incident, the First Aider will complete the relevant accident report in accordance with Surrey Guidelines.

A First Aider must accompany any educational visit and a First Aider must also be in school for the children not on the trip.

Should an incident occur on a trip the same procedure should be followed with the addition of phoning the school to appraise them of the situation.

## 3. Asbestos

The Asbestos Survey for St Ann's Heath Junior School dated 2007 is located in the Sub-Office. All contractors and members of staff are made aware of its contents before any work is undertaken. Any damage to Asbestos in the school must be brought to the attention of the Co-Head teachers or Bursar.

## 4. Contractors

Contractors are selected on experience and price. Pre-site meetings are always held with all relevant parties to agree arrangements and to exchange health and safety information and agree

safe working arrangements, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors working methods, how staff should report concerns.

### **5. Drugs / Medications Sickness & Welfare**

The Medical Register and Information folder is located in the marked medical cupboard located in the office. The school follows the procedures specified in the Surrey County Council Guidance manual on Supporting Pupils with Medical Conditions.

Any child that is unwell should be taken to the school office. If the parents are unavailable the child will be made comfortable in a suitable area, under supervision. If a child has a serious accident, the injured child should wait in situ with an adult whilst the first aider is called to the scene.

The Education Welfare Officer (EWO) visits the school half termly to check attendance and discuss concerns. These are dealt with by the school and the EWO, calling on other services if required.

Child Protection:

The Co-Head Teachers are responsible for child protection in the school (Child Protection and Safeguarding Policy)

The Designated Safeguarding Leads are the Co-Head teachers.

We require all adults employed and regularly helping in the school to attend Child Protection training and to update this every three years.

We require all employees and adults who regularly help in the school to have enhanced DBS clearance. This DBS clearance will be renewed every 3 years. An up to date single list of all DBS checks will be kept by the Bursar who will instigate their renewal as required.

### **6. Maintenance of School Buildings and Equipment**

Teachers are in the first instance responsible for ensuring that equipment in their classrooms is in good condition and properly maintained. We aim to make children responsible for the day-to-day care of equipment. Any equipment that is worn out or broken will be removed immediately if it is likely to cause danger. Curriculum subject leaders have responsibility for ensuring the maintenance of equipment in their respective curriculum areas.

Any faults must be reported to the Bursar.

All electrical equipment is PAT tested annually and a fixed wiring inspection is undertaken every five years. Both inspections are undertaken by Surrey County Council approved contractors.

Any electrical equipment that requires attention will be notified immediately to the Bursar stating clearly what is wrong. The appropriate course of action to rectify the fault through maintenance/specialist contractor will be taken.

Annual maintenance contracts for other equipment such as piano, security alarm/entry door and photocopiers are in place.

The school's gymnasium equipment and outdoor trim trail is inspected annually by the qualified inspector from Surrey Commercial Services.

The building and premises are inspected termly by the Vision and Ethos Committee during their Health and Safety inspection. Identified problems are recorded and notified to the Bursar for appropriate action to be taken.

### **7. Fire Precautions & Procedures (and other emergencies)**

All staff are made aware of fire procedures which are detailed together with escape route details and plans in the Emergency Plan. Supply teachers will be made aware of exits and fire procedures on their arrival via the staff handbook. Fire drills will take place each term, so that the staff and children can react promptly and learn procedures. After the fire bell has been rung:

- Each room will be evacuated as quickly as possible, calmly and quietly.
- All children and class based adults will walk quickly to the designated area via the closest fire exit i.e. far side of front playground, and each class will line up quietly.
- The Co - Head Teachers/ bursar will leave the building via toilets and classrooms to ensure no one is left inside the building.
- The other office staff will ensure they take registers to class teachers at the designated area
- Registers will be taken by the class teacher, and held aloft on completion
- Any child that is absent from the line up in the playground, will be reported to the Co-Head Teachers immediately, who will take further action.
- Visitors and adults helping in the school must sign in the visitor's book located at the school reception desk in the lobby. This book will be taken out and personnel listed checked by the office staff.
- After the drill has been completed, all children will walk back to their classrooms sensibly.

Governors will be informed of fire drills and their efficiency.

Fire extinguishers are inspected annually and fixed wall fire alarms are tested weekly.

A Fire Risk Assessment is reviewed annually and revised as required by an authorised external company or a member of staff or governor who has undertaken the Fire Risk Assessment Training organised by Surrey C.C.

Fire Alarm points are tested weekly on a rota system by the site manager and the fire alarm system and emergency light testing is undertaken by an appointed contractor as part of the schools building services buyback from Babcock. All testing / servicing is recorded in the Fire Evacuation and Routine book located in the school office.

Annual maintenance of fire extinguishers is undertaken annually by a specialist contractor.

### **8. Glass & Glazing**

All glass in doors, side panels and all replacement glass is of safety standard.

### **9. Hazardous Substances**

The only hazardous materials in school are those used for cleaning purposes. These are only used and disposed of when there are no children on the school premises. When such materials are not in use, they are stored in locked cupboards that are inaccessible to children. Any staff who use these materials use suitable protective clothing.

All staff ensure that materials used with children are non-toxic and safe. The necessary risk assessment is in place

#### **10. Health and Safety Advice**

Health and Safety Advice is obtained from Babcock as part of the school's annual buyback.

#### **11. Housekeeping, Cleaning & Waste Disposal**

A cleaning schedule is in place to ensure the school premises and environment is clean and tidy. Wet floor cleaning is carried out after 3.30pm and safety signs are posted if necessary.

External waste bins are secured in the bin store and rubbish is collected weekly by SITA Waste.

Equipment and materials for snow clearance are on the school site and this is undertaken by the Site Manager as required following a risk assessment of the situation.

#### **12. Handling and Lifting**

The Site Manager will have undertaken instruction on safe handling and lifting through his company in safe lifting and handling techniques who will also provide appropriate risk assessments. The Site Manager has also completed COSHH training (Care of Substances Hazardous to Health).

Any significant manual handling tasks are to be risk assessed in order that training requirements and aids can be adequately determined to ensure the task is carried out safely.

#### **13. Jewellery**

Pupils are not permitted to wear jewellery for PE and Games activities in school for safety reasons.

#### **14. Lettings**

Lettings in School are permitted in line with the St Ann's Heath Junior School Letting Policy, a copy of which is given to all hirers.

#### **15. Lone Working**

A risk assessment is in place for lone working arrangements and all personnel follow this guidance.

#### **16. Long Term Evacuation Plan**

Procedures for long term evacuation are contained in the school Emergency Plan.

#### **17. Monitoring the Policy**

Monitoring implementation of the policy is undertaken by the Vision and Ethos Committee in liaison with the Health and Safety Co-ordinator.

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

PPE is obtained as required and requested and provided free of charge where risk assessment determines it to be necessary. It is the person provided with the PPE who is responsible for ensuring its suitability notifying the Bursar if replacement or alternative is required.

## 19. Playground Safety

Minimum pupil/staff ratios in place at any time are in accordance with Surrey CC guidelines, and are endorsed by Governors. All staff on duty receive instruction as part of their induction and undertake training courses as appropriate.

### *Health and Safety for PE and Games*

The general teaching requirements for health and safety applies in this subject. We encourage all children to consider their own safety and the safety of others at all times. We expect the children to change for PE into the agreed PE kit. The governing body also expects the teachers to set a good example by wearing the appropriate clothing for teaching PE.

- a) **Kit-** suitable kit is an important safety factor.
- i. The children will be encouraged to wear a blue 'St Ann's Heath' polo shirt and black shorts.
  - ii. Tracksuits should be worn for games in the winter.
  - iii. Sensible trainers must be worn for games.
  - iv. **ALL** jewellery must be removed before taking part in any PE or Games activity. Sticking plasters may **NOT** be used to cover earrings.
  - v. Long hair must be tied back. Solid hair bands or hair clips must **NOT** be worn.

### For Gymnastics and Dance:

- Children **MUST** wear footwear to a PE lesson and remove when in the hall. In the event of a fire alarm, children will be able to evacuate the building more quickly if footwear is easily accessible. Bare feet unless a specific ailment such as verrucas is diagnosed. (Infectious area **MUST** be covered with a plaster).
- Tracksuit bottoms and long sleeved sweatshirts must **NOT** be worn for gymnastics activities; due to the possibility of children slipping from climbing frames or ropes.

### For Games:

- Children should be encouraged to bring warm clothing for outdoor activities (school tracksuit).
- Trainers should be worn, but they should not be footwear worn in day to day usage.

### Gymnastics Apparatus

Gymnastics apparatus must be set out sensibly and carefully. All children should be taught how to handle and position apparatus safely. Apparatus should only be left out if one group is following on from another group straight away. (e.g. the same or similar year groups working on similar units of work).

- The teacher should allocate sufficient children to each apparatus, depending on age and size.
- 'Tandem' lifting should be taught, with the child in front leading, where the apparatus is bigger, more children are required to make things lighter.
- The assembly of large apparatus should be set up first, followed by the smaller pieces of equipment and finally the mats. The process is reversed for putting equipment away.
- The teacher must make sure all apparatus is safe and secure prior to and after use.
- When carrying mats, 2 children should be at either end
- Teacher and children should check the position of the mats throughout PE lessons because of the likely movements-adjust as necessary.

Children are to be made aware that there is no use of the apparatus until the teacher gives the command. All apparatus must be checked in the following way before the children commence work:

- Everything is where it should be.
- Space around apparatus units is safe.
- Mats are correctly positioned.
- All fixings are secured.

## **20. Reporting Defects**

Any defects in equipment or premises must be reported to the Bursar who will instigate the necessary repair.

## **21. Risk Assessments**

Risk assessments will be undertaken by the Co-Head teachers, Bursar or teaching staff as appropriate to the activity or risk. Review of the Risk Assessments will be undertaken at the same time as the relevant policy review or at the time of each new activity.

The Risk Assessments will be kept on the school admin's computer in School Policies Current.

## **22. School Trips/ Off-Site Activities**

The school's Educational Visits Co-ordinator is the Co-Head teacher, Pip O'Connor.

All visits out of school, whether in the local community or further will be carefully planned by the teachers involved and risk assessments will be undertaken before the visit takes place including arrangements regarding who to obtain approval from, when to seek approval from County Council, emergency arrangements, parental authorisation, supervision requirements, first aid provision.

Staff will inform themselves of procedures for visits found in the Surrey Manual. Care will be taken to ensure the children's safety at all times. Staff will carry the Surrey County Council's card with telephone numbers at all times during the visit. A school mobile phone will be taken by staff when they make all visits.

## **23. School Transport**

For all visits, the school use reputable coach companies or the yellow bus, whose coaches/buses all have seat belts. Where possible we avoid children occupying front seats. An appropriate ratio of adults to children will be maintained at all times.

## **24. Smoking and E-Cigarettes**

Smoking and the use of E-cigarettes is not permitted on the school site in accordance with Surrey CC guidance and a School No Smoking Policy is in place.

## **25. Staff Consultation**

HSW meetings are held as required. Staff can raise a matter of concern or make suggestions regarding a health and safety issue at any time with the Co-Head teachers or bursar.

## **26. Health and Safety Training and Development**

The Co-Head Teachers have attended the Head teachers Health & Safety Briefing in accordance with requirements.

All staff are briefed as part of their induction and the school staff handbook of H&S arrangements in school. Staff are also briefed of any new developments as required.

### **27. Staff Wellbeing / Stress**

As part of the Service Level Buyback agreement with Babcock 4S the school has in place the Employee Assistance Programme.

### **28. Supervision (including out of school learning activity/study support)**

Pupils are supervised at all times during the school day and all other times when in care of school e.g. break times, agreed ratios for school and are never left unattended. Further supervision requirements are as detailed in item 1 and item 6 of this policy

### **29. Use of VDU's / Display Screens**

Staff will ensure that children do not use Display Screen Equipment for long periods of time. They will also ensure that children are seated correctly at computer work stations. Staff and children are made aware of the safety regulations relating to the use of projectors.

### **30. Vehicles on Site**

Vehicles on site shall park in marked parking bays and car parking spaces. Children in the playground are segregated from vehicles by fencing. Children and their parents are regularly encouraged to use pedestrian paths when making their way from vehicles to the school entrance and playground. Bold and clearly visible signing is in place at the edge of the road just within the school entrance highlighting the need to drive with caution.

### **31. Working at Heights**

Basic guidance has been given to all staff on the safe use of ladders etc. Staff using steps and ladders, should ensure the equipment is suitable for use, and have another person in attendance.

Contractors will be responsible for their own training and risk assessment when undertaking any work in the school.

### **32. Work Experience**

Arrangements for induction and supervision of students on work placement is agreed by the Co-Head teachers in conjunction with the students own school to ensure all the required insurances and controls are in place.

### **Monitoring, Evaluation and Review**

Health Safety and Welfare is monitored in line with the school's monitoring schedule. The Governors Environment Committee monitors Health Safety and Welfare within the school to evaluate its implementation and effectiveness. This policy will be reviewed by the governors Environment Committee annually, or earlier if the need arises. This policy will be promoted and implemented throughout the school.

Policy Status	
Agreed by Staff	October 2018
Agreed by Governors	October 2018
Next Review Date	October 2020

## Appendix

### Good Practice Guidance on First Aid for Schools

- Governing Body will review First Aid needs annually.
- School has in place a written First Aid Risk Assessment.
- For 5+ employees HSW Policy must be in place and should include arrangements for first aid based upon the risk assessment.

The HSW Policy must state:

- The number of first aider's/ appointed persons
- Number and location of first aid kits
- Arrangements for off site activities
- Out of hours arrangements eg lettings.

- **An Appointed Person** (not a first aider) should be in charge of first aid arrangements eg restocking, taking initial care when someone has a minor injury or becomes ill, calls for the first aider if required, and on the first aider's instruction, calls for an ambulance or other help as directed. The appointed person will have basic knowledge of emergency first aid through training as covered by courses usually held in school.  
**An Appointed Person must not give first aid treatment for which they have not been trained.**

- **A First Aider has completed a training course approved by the HSE and holds a certificate for 3 years.** Unless part of their contract first aiders are voluntary.  
**Schools must keep a record of first aiders and certification dates.**  
There are no specific rules on the number of first aiders required but Governors and Co-Head Teachers should consider likely risk to pupils and visitors, and should have regard for LA policy and advice.  
General guidance suggests low risk premises with 50 to 100 employees should have **1 First Aider** on site and schools generally fall into this category.

- **First Aider main duties are:**  
to give **immediate help** to casualties with common injuries or illnesses and those arising from specific hazards at school and when necessary ensure that an ambulance or other professional medical help is called.

- **First Aid Kits:** must have at least 1 fully stocked container on site marked with a white cross on a green background.  
No mandatory list of contents but minimum provision is as attached.

Statutory accident records following LEA procedures must be kept for 3 years.

Schools should keep a record of first aid treatment given by a first aider or appointed person including

Date & time of incident

Name & class of injured or ill person

Details of injury & first aid given

What happened to the person immediately afterwards

Name & signature of person dealing with the incident.