



Health and Safety Policy

Statutory annual

Agreed: Summer 2020

Review: Summer 2021

Responsible body: The Good Shepherd Trust (GST)

STATEMENT OF INTENT

Policy Aims

The GST Board and Local Governing Committee:

- Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, pupils and visitors.
- Require all managers in the school community to act in accordance with the Local Governing Committee policy and procedures and require same of persons that they supervise and take responsibility for.
- The Local Governing Committee and Headteacher will provide, as necessary, policy, procedures, arrangements and supervision to ensure compliance with all health and safety legislation and as far as reasonably practicable ensure they:
 - Provide and maintain a safe and healthy working environment ensuring the welfare of all persons on the school site and premises
 - Maintain control of health and safety risks arising from our activities
 - Comply with statutory requirements as a minimum standard of safety
 - Consult with all staff on matters affecting their health, safety and welfare
 - Provide and maintain safe systems, equipment and machinery
 - Ensure safe handling, storage and use of substances
 - Provide appropriate information, instruction and supervision for everyone
 - Ensure staff are suitably trained and to do their work safely
 - Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
 - Assess risks, record significant findings and monitor safety arrangements
 - Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
 - Develop and maintain a positive health and safety culture through regular communication and consultation with staff, pupils, parents and LGC members on health and safety matters.

Our health and safety management system has been developed to ensure that the above commitments can be met. **All** staff and LGC members will be instrumental in its implementation.

ORGANISATION

Employer Responsibility

The overall responsibility for health and safety at Waverley Abbey School is held by The Good Shepherd Trust who will:

- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements and arrangements
- Periodically monitor and review local health and safety arrangements

Responsible Manager (See Appendix 1)

The responsible manager for the premises is the Headteacher who will act to:

- Develop a safety culture throughout the school
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities
- Update the Local Governing Committee termly
- Produce, monitor and periodically review all local safety policies and procedures

All Staff including volunteers

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Supporting the school health and safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting safety concerns to their staff representative or other appropriate person
- Reporting any incident that has led, or could have led to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others

Site Manager (See Appendix 1)

The Site Manager is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the responsible manager. He is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. He is to work within his level of competence and seek appropriate guidance and direction from the responsible manager and/or RW Safety Solutions as required. When the Site Manager is out of school, the Assistant Site Manager (See Appendix 1) takes on these responsibilities.

On-Site Health & Safety Officer (See Appendix 1)

The on-site Health & Safety officer to the school will manage advice and co-ordinate local safety matters on behalf of, and under the direction of the Responsible Manager. He is to work within his level of competence and seek appropriate guidance and direction from the Responsible Manager and/or RW Safety Solutions as required.

All Teachers and Support Staff

The responsibility of applying local safety procedures on a day-to-day basis rests with the teachers and support staff. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented. They are to ensure that all new members of staff under their control are instructed in

their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

LGC member with Health and Safety Link

The LGC member linked with Health and Safety should provide an overview of safety related matters and if appropriate support to the Headteacher. The LGC member linked with Health and Safety is to meet termly with the Headteacher, Trust Business Manager and Site Manager to monitor and discuss on-site Health and Safety performance and recommend any actions necessary should this performance appear or prove to be unsatisfactory. The LGC member linked with Health and Safety will be kept informed of changes in practices and procedures, new guidance, accidents, incidents and risk related matters from time to time. A record of the meetings is provided to the Local Governing Committee termly.

LGC members

The LGC member linked with Health and Safety will be H&S trained by Ray West. The LGC member linked with Health and Safety will visit the school termly to be assured that the school is meeting its legal obligations and that the school is safe for all users. Visits will be undertaken with the Site manager and / or TBM who will complete the site inspections, risk assessment monitoring, fire safety checks. If the school is found to be failing in regard to statutory obligations, visits will be more frequent and prompt action including disciplinary action if appropriate to ensure compliance is achieved. The LGC member linked with Health and Safety is named in Appendix 1. The Site Manager and Trust Business Manager report to the LGC meetings on aspects of H&S and answers LGC members' questions.

Fire Safety Co-ordinator (See Appendix 1)

The Site Manager is the fire safety coordinator who is the competent person for fire safety on the premises and acts on behalf of the Responsible Manager. He is to attend an appropriate fire safety training course and refresh this training every three years. The fire safety coordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The fire safety coordinator is to work within his level of competence and seek appropriate guidance and direction from the responsible manager and/or the contractor as required.

Health & Safety Representative (See Appendix 1)

The premises health and safety representative, whether a member of staff who is union appointed, or non-union and locally nominated, will represent the staff with regard to their health and safety at work. He is expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

Legionella Competent Person (See Appendix 1)

The Site Manager is the nominated competent person for Legionella on the premises and provides the necessary competence to enable Legionella to be managed safely. He is to attend training at intervals not exceeding three years and all training records are to be retained.

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with the Legionella ACOP (L8). He will advise the Headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users. He is to work within his level of competence and seek appropriate guidance and direction from the headteacher and/or the contractor as required. The monthly statutory Legionella checks are carried out by the Site Manager or Assistant Site Manager, but in their absence they are outsourced to Wings Property Services, contractor for 2020 2021 with weekly flushing carried out by school staff.

Asbestos Competent Person (See Appendix 1)

The Site Manager is the nominated competent person for asbestos on the premises and acts on behalf of the headteacher to provide the necessary competence to enable asbestos to be managed safely. He/she is to attend training at intervals not exceeding three years and all training records are to be retained.

The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. He/she is to ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements. He/she will advise the headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. He/she is to work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the contractor as required.

Accident Investigator (See Appendix 1)

The on-site trained accident investigator will be the Headteacher who will lead on all accident investigations in accordance with departmental and corporate procedures. A second member of staff will be trained to support the Headteacher (See Appendix 1).

Health & Safety Assistance & Advice

RW Safety Solutions, the contractor 2020 2021, is the competent source of safety guidance for the school/organisation as required under Reg 7 of the Management of Health & Safety at Work Regulations 1999. Where incident, issues or concerns arise beyond the level of understanding or knowledge in the school, then advice from RW Safety Solutions must be sought. The advisor is Ray West and contact details are rwsafetysolutions@gmail.com or telephone number 07843 262855.

ARRANGEMENTS AND PROCEDURES FOR HEALTH AND SAFETY MANAGEMENT

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Waverley Abbey School and are to be used alongside other current school/premises procedures and policies.

In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

Accident/Incident Reporting and Investigation

Any accident, incident or injury involving staff, visitors or contractors is to be immediately reported and recorded in the Surrey County Council OSHENS reporting system by the school office. These reports are numbered, and stored online in the password protected portal.

Minor accidents to pupils are to be recorded in the Accident Files located in the school office and lunch hall. All head injuries are accompanied by a letter home and a telephone call to parents if staff have any particular concerns. Pupils who have sustained a head injury are also given a sticker to alert all staff teaching them that day to be extra vigilant. Minor accidents are reported half-termly to governors and trends analysed with regard to location and type of accident.

The more serious accidents that are notifiable to the Health & Safety Executive (HSE) are to be initially discussed with RW Safety Solutions, the contractor 2020 2021 and reported using the HSE's online RIDDOR (F2508) reporting system.

All significant accidents (recorded on OSHENS), incidents (recorded either on accident or behaviour forms depending on nature) and near-misses (recorded on forms kept in staffroom) are to be immediately reported to the headteacher. The trained accident investigator is to always conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to

identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

The Headteacher will ensure that the Local Governing Committee, the Good Shepherd Trust and SLT are appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Local Governing Committee for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the school/premises staff, who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures. See Lettings Policy and Agreement for details.

Asbestos Management

Asbestos management on site is controlled by the asbestos competent person. The asbestos register is located in the school office and saved on the school system in case access to the hard copy is not possible and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the signature sheets as evidence of sighting prior to being permitted to commence any work on site. Any changes to the premises' structure that may affect the asbestos register information will require recording in the asbestos register. The register is updated annually by WYG, via a buyback through Surrey County Council, who inspect annually.

Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the competent person. All staff complete Asbestos Risk Awareness training on appointment with periodic refresher training.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the headteacher and/or the asbestos competent person who will immediately act to cordon off the affected area and seek appropriate advice. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the headteacher and/or asbestos competent person.

The site manager checks asbestos areas bi-monthly and records findings in the site register and inspection log.

Safeguarding and Child Protection

Arrangements regarding child protection are set out in the Safeguarding and Child Protection Policy, which is reviewed annually.

Community Users/Lettings/Extended Services

The Headteacher will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment
- Hirers/users have a formal Health and Safety induction with the site manager before their first period of hire

Contractors on Site

Where contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. All contractors will require adequate risk assessments to be sighted to demonstrate their safe working practices for specific work being undertaken and adequate insurance cover which should be supplied to the school.

All contractors must report to the main office where they will be asked to sign in and sign the asbestos register. Any further provisions or procedures will be followed on an individual basis depending on the nature of the work and when it is carried out. All contractors must be issued with a local contractor induction brief that includes all relevant details of fire safety procedures and local safety arrangements. Further guidance and advice is sought from RW Safety Solutions, the contractor 2020 2021, as required.

Host staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises.

Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out by the relevant teachers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) and Surrey County Council as appropriate. Teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance. Educational visits are risk assessed by the trip leader using the Evolve system and signed off by the Educational Visits Co-ordinator and Headteacher. Staff will not undertake such activities that require specific qualifications where they don't have those qualifications. Bi-annually the PE Teacher who has responsibility for swimming receives swimming update training in the National Rescue Award for Swimming Teachers and Coaches (NRASTC). Pool operating plans and emergency plans are reviewed annually by the Site Manager, Trust Business Manager and PE Teacher who have all completed pool plant training and relevant staff training in procedures is provided prior to the start of each swimming season.

Diary

The H&S pull up diary is an Excel document saved in the H&S folder on the U Drive and managed by the Site Manager. It is organised into sections such as Training, Policies, Inspections etc and has a 3-year span. Items are marked red until completed when they are marked green. They include the responsible person for each item. The diary is completed and monitored by the Site Manager and Trust Business Manager as appropriate and is available for review by the Health and Safety linked LGC member.

Display Screen Equipment (DSE)

All staff are regarded as users of DSE. All users must complete periodic workstation assessments and any issues will be actioned as necessary by line managers. Workstation assessments are to be routinely reviewed at intervals not exceeding three years. If there are any changes (to physical/mental health or furniture) a review will be carried out. Workstation assessments are part of the induction process for all new staff. Users receive refresher training annually.

Electrical Equipment

The Headteacher will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment is not to be used if found to be defective in any way

- Defective equipment is to be reported & immediately taken out of use and held in the site office until repaired
- All IT equipment will be inspected/tested every other year. All other electrical equipment will be inspected/tested annually by a suitably qualified company, currently NTS.
- Equipment testing/inspection can only be carried out by a competent person.
- The competent person to be used is the Site Manager, however we currently outsource annual testing to a private company (NTS).
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested
- New equipment must be advised to the Site Manager in order that it can be added to future PAT testing schedules

Any defective or suspected defective equipment, systems of work, fittings etc must be reported to the Site Manager via the Defect Log and attended to as soon as possible. In the absence of the Site Manager, the item must be put out of service until it can be attended to.

Emergency Procedures

Emergency procedures are to be carried out in accordance with the school Emergency Plan which is updated annually using the SCC template. Procedures are in place for Fire Evacuation emergencies, Off-site Evacuation emergencies and Lockdown. There are separate documents for each of these plans on the Health and Safety noticeboard in the staffroom.

All staff will receive a brief and a copy of the emergency procedures at induction, and they will be periodically provided with updated information as the emergency procedures are routinely reviewed and amendments are introduced. Fire Evacuation and Lockdown procedures are practiced at least termly.

Personal Emergency Evacuation Plans (PEEP) are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident. The PEEP manager is the Headteacher.

Fire Safety

Arrangements regarding fire safety are set out in the school Fire Management policy. The fire safety coordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The Headteacher will ensure through the Fire Safety Co-Ordinator that:

- All staff are to complete fire safety training at intervals not exceeding three years
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked *flammable*
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual
- The fire risk assessment is reviewed annually by the Fire Safety Co-ordinator and amended as new hazards or required amendments are identified. Every 2 years the risk assessment is reviewed by an external consultant, for 2020 2021 this is *Fire Marque*.

First Aid

Arrangements regarding first aid provision are set out in the First Aid Policy, which is reviewed annually or sooner if an incident requires it. The names and locations of the first aid trained staff on site are listed in the first aid policy appendix and also clearly signposted around the school.

First aid should be administered by first aid trained staff where possible, however no child is to be neglected should they need help and any member of staff can administer minor first aid, eg ice packs for bumps.

Forest School (Wild Area)

Lessons in the wild area are only led by teaching staff. All activities are risk assessed beforehand. The maintenance of the wild area is led by the Trust Business Manager, supported by the Site Manager.

General Equipment including hazards and defect reporting

All general equipment requiring statutory inspection and/or testing on site eg. boilers, local exhaust ventilation, PE equipment, climbing apparatus, will be inspected annually by appropriate competent contractors or as locally arranged.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported via the Site Manager's log book in the staffroom and immediately taken out of use until repairs can be carried out. In the event that a workplace hazard is identified the area may be sealed off until the repair work can be addressed.

Good Housekeeping, hygiene and waste disposal

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported

Large wheelie bins for general waste and recycling are located just beyond the gate to the south playground adjacent to the year six block. Bins are sited away from the building itself and out of sight from the road to minimize arson attack. General waste is collected weekly and recycling fortnightly to prevent any build up. Sanitary bins and hazardous waste bins are emptied monthly per the contract with PHS. Classroom and office bins for general waste and recycling are emptied daily by cleaning contractors. Contracts are reviewed regularly and considered satisfactory. General waste bins are all lidded to provide for infection control.

The buildings are cleaned daily by the school's cleaning contractors Vervia, supervised by the Site Manager with any defects or deficiencies reported as they occur. There are periodic deep cleans throughout the year. Wet floor cleaning is indicated with cones to minimize risks of slips and toilet doors left open to allow floors to dry. Glass and other sharp objects are wrapped in paper before disposal.

During periods of high infection eg Influenza, Norovirus, Coronavirus etc enhanced cleaning will be implemented per the relevant risk assessment.

Hazardous Substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH (Control of Substances Hazardous to Health) assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the Headteacher. The premises COSHH assessor acting on behalf of the Headteacher is the Site Manager.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

Hazardous cleaning substances used by the Site Manager are stored in the secure caretaker's cupboard at the top of the Year 4 corridor for this premises. This is to remain locked at all times.

Hazardous cleaning substances used by the cleaners are stored in the Cleaner's cupboard at the top of the year 3 corridor. This cupboard remains locked at all times. The cleaning contractors are responsible for relevant COSHH assessments for these products.

The school caterers use routine cleaning substances which are stored in the kitchen area in a cupboard. The kitchen remains locked at all times that the catering staff are not on site.

Small quantities of surgical spirit, ethanol, flammable cobalt chloride, copper sulphate and sulphur are stored in the science store on a high shelf. The science leader controls their usage and the door has a combination lock to prevent unauthorized access.

Swimming Pool chemicals including dry chlorine, dry acid and chlorine granules are kept in the locked store within the swimming pool enclosure and are only used by staff who have completed Pool Plant Training (Site Managers, Trust Business Manager and PE Teacher).

Hot Drinks and Food

Hot drinks are not to be taken out of the staffroom or offices unless in a lidded cup or a silicone lid on the cup. Hot food, unless a school lunch cooked on site, must only to be taken out of the staffroom in a lidded container.

Inspections and Monitoring

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the premises defect book and reported to the Site Manager.

Routine documented inspections of the premises will be carried out every half term in accordance with the premises monthly inspection schedule. Inspection findings are to be recorded locally and records retained.

Defects identified during these routine documented inspections are to be immediately reported to the Site Manager and recorded in the site log. Any identified high level risks or safety management concerns are to be actioned by the Headteacher, who will also ensure the Local Governing Committee are informed and, if appropriate, the Good Shepherd Trust.

Periodic detailed inspections of the premises' safety management system will be carried out every year by the contractor, which in 2020 2021 is Ray West Safety Solutions. These documented inspections will examine all areas of the safety management system.

Jewellery

Parents are advised that earrings can be hazardous. No child will be allowed to wear earrings for PE, swimming or games. They must be able to remove them and to look after them. Staff are not permitted to remove earrings. Parents are strongly advised only to allow ears to be pierced during the long summer break. This policy is communicated via school newsletters and forms part of the New Parent Pack issued to all new starters. If a child is not able to remove newly pierced ears they will be excluded PE, swimming and games. Bracelets are not permitted and watches discouraged. Watches must also be removed for PE/games. Only gold stud earrings should be worn if parents feel the need for their child to have earrings.

Kitchens

The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is Twelve 15. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices. The Site Manager carries out Fire and Legionella checks. External contractors arranged by the school are responsible for PAT testing and inspecting the ventilation system. The catering company is responsible for their own COSHH assessments.

Legionella Management

Legionella management on site is controlled by the Legionella competent person who will manage and undertake all procedures regarding Legionella. Records of all related training, flushing, temperature monitoring, cleaning & defects are to be retained for auditing purposes. The monthly statutory Legionella checks are carried out by the Site Manager, but in his absence they are outsourced to Wings Property Services with weekly flushing carried out by school staff.

The Legionella risk assessment is carried out annually by the Site Manager. The initial risk assessment was carried out by Thomson Water and they return whenever there has been a change to the system.

Lone Working

All lone working is to be approved by the Headteacher and is to be carried out in accordance with the premises lone working risk assessment. Staff should ensure a relative or colleague is informed of their whereabouts, be in contact by mobile phone and lock entrance doors once they have entered the building. Cars should be parked out of sight of the road. On no account should high risk activities be carried out whilst working alone. In general lone working is discouraged.

Medical Conditions

Arrangements regarding medicines and managing medical conditions are set out in the Medical Conditions Policy.

Moving and Handling

All staff must complete moving & handling training at periods not exceeding three years. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The Site Manager and Assistant Site Manager are expected to undertake regular physical work which would typically include significant moving and handling, so therefore they must attend a formal moving and handling course specific to the work requirements.

Off-site Activities

Arrangements regarding off-site activities are managed in accordance with the Offsite Visits procedures and guidance.

PE Equipment, Trim Trails and Climbing Wall

The school has two large trim trails just beyond the year 3 playground and on the school field, and a climbing wall in the year 6 playground together with various items of PE equipment in the main school hall. An annual PE equipment inspection of all these areas is carried out by Surrey County Council via a purchased Service Level Agreement and a bi-monthly inspection by the Site Manager. Duty staff and the PE teacher check daily before allowing children on to use this equipment (for visual damage, fungi, bird droppings etc). All equipment is risk assessed with annual reviews, or sooner if there is an incident.

Of note is the requirement for children to be closely supervised at all times. We do not allow the trim trails or climbing wall to be used outside of school hours or without the supervision of a member of staff. Signs are on the trim trails and climbing wall to remind parents/carers of this. When the school holds events such as Bonfire Night, the trim trails are cordoned off and a reminder goes out to parents with information on the event. All children have a PE lesson in safe use of this equipment in September before using it.

Physical Intervention

Arrangements regarding physical intervention are set out in the Behaviour Management Policy.

Personal Protective Equipment (PPE)

The site manager is provided with a set of PPE to conform with the relevant data sheets for the chemicals in use at any given point. Goggles are issued to children for use in science lessons, when necessary. High Visibility jackets are worn by fire marshals, staff accompanying children on visits and playground staff. For First Aid and medical use the school has supplies of surgical gloves, disposable aprons and FFP2 masks. During periods of high infection the use of relevant PPE will be detailed in specific risk assessment.

Provision of Information

The Headteacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are: whole staff briefing each half-term, staffroom notice board, signature based receipt of information, meeting minutes. Local health and safety advice is available from the Trust Business Manager and the Site Manager. RW Safety Solutions can provide both general and specialist advice.

The *Health and Safety Law* poster is displayed on the staffroom noticeboard and in the entrance lobby. All H&S documents, policies, risk assessments, guidance documents, procedures etc, are kept on the Shared Server in the Health & Safety file and are accessible to all staff.

Risk Assessment

General risk assessment management will be co-ordinated by the Headteacher and must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists. The trained risk assessor on site, who is the Headteacher, Trust Business Manager and Site Manager, will oversee the correct completion of risk assessments. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved by the Headteacher or their delegated member of staff prior to implementation. Completed risk assessments are listed in the Risk Register and will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the premises bring-up diary system or if there is an incident which prompts an earlier review. Risk assessments will be shared by relevant members of staff via staff meetings, the health and safety noticeboard, email and GVO. New staff are made aware of the location of risk assessments on induction.

School Transport

Parents transporting children to venues must have a valid MOT and fully comprehensive insurance cover. It is not appropriate for whole classes of children to be transported to venues by parents and this option must only be used for small groups of children ie for sporting fixtures. Staff may not transport children to venues unless they have business insurance and parental consent has been obtained.

Daily School Transport is provided via Surrey County Council and Tongham School who are responsible for maintaining safety standards and safeguarding procedures. The school receives reassurance on this via a letter from the relevant providers.

Security

The school is opened at 7am and locked at 7pm routinely during term time by the site manager. Key holders are kept to a minimum and restricted to staff who require keys for operational purposes. Only key holders ie the senior staff, and site manager have the alarm code. Gate codes are known to all staff and changed regularly. Internal gates are locked during the school day to prevent access to playgrounds. There is an electronic access control system to the whole school. All visitors are directed to Reception where they must sign in and take a visitor badge.

The intruder alarm and fire alarm are both linked to Southern Monitoring Station who will inform the emergency services if either alarm sounds.

Panic alarms are located in most main school building classrooms with a master panel in the school office to identify the location of the alert. Classrooms without a panic alarm (Year 6 and some main school classrooms plus the demountable classroom) have telephones. The swimming pool has walkie talkie contact with the school office.

When staff are out on the field, they will take walkie talkies with them so that they can contact the school office in an emergency.

All IT equipment is security marked and asset tagged and all items of value are entered in the school inventory Parago.

Shoes Policy

Staff are required to wear trainers when they lead PE lessons. For playground duty or other active lessons, low heels should be worn, no strappy sandals. No open flip-flops are to be worn in school apart from in the pool area.

Smoking

Smoking is not permitted on the premises. This includes all tobacco-based products and vaping.

Stress and Wellbeing

Waverley Abbey School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors.

Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Health & Safety Executive's Management Standards, guidance and requirements.

On-site arrangements to monitor, consult and reduce stress situations are: annual staff questionnaires and performance management. Suggestions are responded to and individual action taken on a case-by-case basis. The school purchases Wellbeing Support and Counselling via the staff insurance company SAS.

Swimming Pool Operating Procedures

The school NOP (Normal Operating Procedures) and EAP (Emergency Action Plan) are reviewed annually and the associated risk assessment is reviewed at the beginning of the swimming season with all staff involved with swimming lessons. The PE teacher who teaches swimming is trained bi-annually to achieve the National Rescue Award for Swimming Teachers and Coaches. There will be a maximum of 32 children swimming at any one time with the trained teacher. There will always be another adult poolside as another pair of eyes; this will always be another member of staff. The pool has an emergency panic alarm; children are trained in emergency drills during the first session of each term. Water safety/rescue equipment is easily to hand at the edge of the pool and is checked by the teacher before the start of every lesson. A first aid pack is included in the pool area and checked regularly by office staff. Foil blankets are also kept in the pool area in the event that the pool needs to be evacuated in an emergency.

The Site Managers, Business Manager and PE Teacher are all trained in pool plant operation.

Traffic Management

Arrangements regarding on-site traffic safety are based on the premises traffic risk assessment and are set out in the on-site traffic policy and procedures. Staff and visitors should park in the designated areas to the front and back of school. Parents may park on designated playgrounds and the school field for events but only between designated hours.

Training

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the Staff Induction Checklist. The Site Manager meets with all new staff for instruction in H&S procedures and expectations at the school. The Assistant Head meets with all new staff for Safeguarding Basic Training. The checklists, once completed, are stored in the personnel files in the office.

The Headteacher is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. A training needs analysis will be carried out from which a comprehensive health and safety training plan will be developed and maintained to ensure health and safety training is effectively managed for all staff who require it. This is linked with the diary.

All staff will be provided with the following as a minimum training provision:

- Induction training regarding all the requirements of this health and safety policy
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals

Training records are held by the Administration Lead who is responsible for coordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

Trees

Surrey County Council maintains a register of trees. Whenever building work is carried out within 9 metres of a tree canopy, the arboricultural consultant is called. The arboricultural consultant will also advise if a tree becomes unsafe and needs to be felled during the 3 yearly inspection. The school buys into the Tree and Ditch SLA at the higher level which covers any works required.

Violent Incidents

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Waverley Abbey School.

Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future. Violent incident reporting is totally confidential. Report forms are available from the main school office and should be signed by those involved, including witnesses to the incident. Records are kept in the Headteacher's office. If a member of staff is injured, this will be recorded in OSHENS.

Visitors

All visitors must initially report to the main reception where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident. This includes key Safeguarding/Child Protection information.

Visitors to the premises will: sign in with the school office staff, receive a visitor badge which is to be worn at all times while on site), be given a visitors' health and safety leaflet and be informed where the evacuation route is in the case of a fire.

Work at Height

Work at height is always to be undertaken in accordance with the school's work at height risk assessments. At Waverley Abbey School general work at height will be undertaken in accordance with the on-site generic risk assessments for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The competent people for work at height on the premises who have attended training (at least every 3 years) are the Site Manager and Assistant Site Manager and they are authorised to:

- Use steps, stepladders, leaning ladders and scaffolding towers in accordance with their training
- Provide step stool instructional training briefs to staff in accordance with policy
- Provide stepladder and steps training to staff (not leaning ladders)
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use

The competent person for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be as per the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have received training from the ladder and stepladder competent person
- Staff may only use leaning ladders if they have personally attended appropriate training at intervals not exceeding three years
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment

Work Experience

Students must arrange a pre-start meeting with the Work Experience Co-ordinator who provides them with a thorough induction, in line with the Work Experience Policy, which is posted on the GVO. Expectations are clearly laid out, and interview judges the suitability of the candidate. An induction pack is provided for students. Students are fully supervised by a teacher/other appropriate member of staff throughout their stay.

RELATED POLICIES and documents (not an exhaustive list)

Medical Conditions
Safeguarding and Child Protection
Child Missing On/Off Site
Emergency Management Plan
Fire Management
First Aid
Behaviour
Site Security Risk Assessment
Work Experience

RAISING AWARENESS OF THIS POLICY

- staff health and safety briefings
- staff notice board
- staff/volunteer induction process
- school website
- HT reports to LGC
- LGC visit reports

MONITORING THE EFFECTIVENESS OF THIS POLICY

This policy will be reviewed annually or sooner if an incident of significance occurs.