



## Health and Safety Policy

**Review Period: Annual**

**Status: Statutory**

**Next Review: Autumn 2025**

### Part 1:

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

The Governing Body and Headteacher of Sunnydown School:

1. Recognise and accept their responsibilities to provide and maintain a safe and healthy environment, ensuring the welfare of all employees, students, and visitors.
2. Require all managers in the school community to act in accordance with the school's health and safety policy and procedures and require the same of persons that they supervise and take responsibility for.
3. The governing body and Headteacher will provide as necessary, sufficient policy, procedures, arrangements, and supervision, to ensure compliance with all relevant health and safety legislation, and will so far as is reasonably practicable ensure:
  - The maintenance of safe plant and safe methods of work without risks to health.
  - The safe use, handling, storage and transport of articles and substances
  - Effective information, instruction, training, and supervision to keep all staff, pupils, and visitors safe is readily available.
  - The premises for which they are responsible for have safe access and egress for all staff, pupils, and visitors
  - Adequate facilities and arrangements for welfare are provided
  - A positive health and safety culture is promoted, through communication and consultation with employees and their representatives.
  - The safety of visiting contractors, members of public and authorised visitors
4. In support of the above, the governing body and Headteacher will ensure an adequate process for risk assessments for the school to be carried out and the significant findings shared with all relevant persons and incorporated into the school's health and safety procedures.

### Part 2:

#### Organisation and responsibilities for health, safety, and welfare

The following health and safety organisational structure, and roles and responsibilities are approved by the governing body and Headteacher.

- Employer's responsibilities.
- Surrey County Council as the employer has a statutory duty in respect of health and safety in community and voluntary controlled schools to ensure that premises and people are healthy and safe.
- The responsibility is devolved to the headteacher who has day to day responsibility for staff, pupils, and others, as 'officer in charge' of the premises.
- The headteacher will ensure the overall implementation of this policy

#### The governing body

Responsibility for the health and safety of pupils lies with the governing body of the school either as the employer of school staff, or because it controls school premises (or both) and approves the health and safety policy of the school and monitors its successful implementation.

The governing body further ensures as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the health and safety policy.

1. The governing body will specifically:
  - 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
  - Revision of policy/procedure
2. Nominate a health and safety governor as the link between the governing body and the wider school community, who will stay up to date with school health and safety initiatives and inform the governing body accordingly.
  3. Be informed and updated of Surrey County Council's health and safety policy and receive advice and support from relevant officers of the council, or advisors acting on their behalf.
  4. Ensure that health and safety is an agenda item on full governing body termly meetings and receive a termly health and safety report from the Headteacher currently. This report should include information on:
    - Progress of the health and safety targets in the SDP.
    - Accident/incident analysis
    - Relevant health and safety information received from the council or its advisors.
    - Suggestion on future health and safety initiatives.
  5. Facilitate any necessary review of the school's health and safety policy and procedure as may become apparent through the strategies above.
  6. The governing body will take all reasonable measures to ensure that:
    - The premises and equipment on site are safe and do not put the health or safety of staff, pupils, or visitors at risk while they are on the premises
    - They will make adequate provision for maintenance of the school premises and equipment

## Headteacher

As senior manager for the premises, and of all on and off-site school related activities, the Headteacher is responsible for the day-to-day management of health and safety. They will advise the Council/governors of any health and safety issue where their support or intervention, either through system or finance, is necessary and appropriate to affect the requirements of this policy. They will ensure that:

1. The contents of this policy is brought to the attention of all relevant persons.
2. A process for risk assessments is applied within the school
3. Appropriate control measures are implemented,
4. Assessments are monitored and reviewed as necessary.
5. There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
6. Appropriate staffing levels for safe supervision are in place.
7. An adequate schedule of inspection and maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
  - The fabric of the building
  - Play equipment
  - Fire appliances
  - Boiler/heating systems
  - Portable electrical appliances
  - Water systems
  - Swimming pools, water features and safety around ponds
  - First aid/medical facility and equipment
  - Premises staff equipment
  - Curriculum specific e.g., gymnasium and fume cupboards
8. An adequate needs analysis of health and safety training is undertaken for school staff and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
  - Headteacher health and safety awareness



- Health and safety induction training (all new and temporary staff including agency)
  - Emergency/fire training for the whole school community
  - First aid
  - Risk assessment
  - Health and safety coordinator
  - Manual handling
  - Working at height
9. Any further specific health and safety training identified by the training needs analysis as being necessary and appropriate will also be considered and carried out.
  10. Adequate and easily retrievable health and safety training records are available and up to date.
  11. The school secures and maintains an arrangement for obtaining competent health and safety advice as required by the Management of Health and Safety at Work Regulations 1999.
  12. A termly health and safety report is provided to governors.
  13. The school cooperates and participates in Surrey County Council's health and safety monitoring arrangements.
  14. An Educational Visits Coordinator (EVC) is appointed and trained accordingly.
  15. Contractors (including catering, cleaning, and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
  16. Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
  17. Emergency/fire arrangements are formulated and reviewed as necessary and tested at least termly.
  18. The fire risk assessment is reviewed annually and/or whenever significant changes or building work might affect the means of escape.

The Headteacher is the responsible person as required by the Regulatory Reform (Fire Safety) Order 2005.

A school health and safety committee is established in accordance with the school policy. The Headteacher may delegate functions to other staff (e.g., a health and safety coordinator), who may be tasked with the health and safety administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

### **Deputy Headteacher**

The Deputy Headteacher will take on the above responsibilities in the absence of the Headteacher. Assistant heads can provide support to Deputy Heads who retain overall responsibility.

### **Managers**

1. 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. Line managers will ensure that:
  - 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.
  - All accidents and incidents occurring within their areas are reported, recorded, and investigated in accordance with the school's procedure.
  - All persons they manage or are responsible for, are aware of their specific roles in case of fire emergency.
  - Any equipment/appliance which has been identified as being unsafe is removed from service.
  - Health and safety inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report is provided to them where necessary.
  - The health and safety training needs of staff are identified and the Headteacher informed accordingly.
  - Staff are properly consulted on any matters that may affect their health or safety whilst at



work.

- New transferred and temporary staff, including agency workers, receive appropriate health and safety induction training.
- First aid provision is adequate.
- Pupils are given relevant health and safety information and instruction.

### Teaching staff (including supply)

Teaching staff are responsible for the health and safety of all pupils under their control and must ensure:

1. Effective and appropriate supervision of the pupils that they are supervising.
2. That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
3. They are familiar with the school's health and safety policy and any arrangements specific to their own department.
4. That emergency procedures in respect of fire, emergency evacuation, emergency lockdown and security, and first aid are carried out.
5. Where relevant, that all personal protective equipment (PPE) is suitable and in good condition prior to issue and removed from use if found to be defective. PPE must be properly looked after and stored when not in use, e.g., in a dry, clean cupboard. If it is reusable it must be cleaned and kept in good condition.
6. Where relevant, safety devices such as machinery guards are in good condition, maintained and are used in accordance with good practice, following manufacturer's instructions to allow us to comply with safety legislation.
7. They report any defective equipment to the relevant person, such as the site supervisor/caretaker of the premises team.
8. All accidents and incidents are reported, including near misses, and the correct reporting procedure is followed.

### Site manager/caretaker

The site manager/caretaker is responsible to the Headteacher/business manager and will ensure:

1. The removal from service of any item of furniture, apparatus, or equipment which has been identified as unsafe.
2. That any identified hazard is appropriately removed, isolated, or contained as necessary to prevent danger.
3. That periodic health and safety inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. These inspections may be carried out with others such as governors, health, and safety coordinator etc.
4. That persons they supervise only undertake work for which they are competent.
5. That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
6. That all staff work in accordance with safe working practices issued by the school, and the Council.
7. Ensure that all contractors on site are aware of the emergency evacuation procedures and have sight of the school health and safety policy as appropriate to their work
8. Ensure that all contractors view the asbestos register prior to commencing works that may involve working in areas with the potential of disturbing asbestos.
9. Inform all contractors of any known hazards which might affect them whilst at work.

### Health and safety Coordinator

1. The Headteacher may appoint or nominate a health and safety coordinator to carry out specific functions which may include:
  - Having an overview of the school's health and safety policy and arrangements, bringing amendments to the attention of the Headteacher where necessary.



- Overseeing and supporting the school's risk assessment/risk management process and advising the Headteacher of any deficiencies.
- Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- Arranging termly evacuation drills and weekly fire alarm tests etc.
- Advising the Headteacher and/or the Council of any defect in the state of repair of the building or its grounds, which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- Arranging for the repair, replacement, or removal of any item of furniture or equipment which has been identified as unsafe.
- Coordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning, and grounds staff), visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- Ensuring that all 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.
- Carry out health and safety functions in school and maintain an overview of the health and safety organisation and management of the school, and report to the Headteacher accordingly.

### **All employees (including temporary and volunteers)**

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also cooperate with the management of the school to ensure that all parties comply with their health and safety responsibilities. All employees must:

1. Participate in the school's risk assessment process and comply with findings.
2. Report any defects in the condition of the premises or equipment of which they become aware.
3. Report all accidents/incidents in accordance with the school's procedure.
4. Be familiar with the procedure to be followed in the event of a fire/emergency.
5. Make use of personal protective equipment provided for safety or health reasons.
6. Follow all relevant safe working practices and local rules.
7. Report any unsafe working practices to their line manager.

### **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 governing body/Headteacher is notified in writing of an appointment, the safety representative shall have the following functions:

1. To investigate potential hazards, dangerous occurrences and examine the causes of accidents and near misses in the workplace.
2. To investigate complaints by any employee they represent relating to that employee's health, safety, or welfare at work.
3. To make representations to the Headteacher on matters affecting the health, safety, and welfare of employees.
4. To carry out workplace health and safety inspections, subject to reasonable notice to their line manager, and present findings to the Headteacher.

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



## Health and Safety Committee

The school and governing body have consulted and believe that a formal staff health and safety committee is not required. The school has an open culture and welcomes feedback from staff to ensure that the school remains a safe place to work in. Staff are reminded at INSET days of the importance of health and safety. Staff can contact the Premises Manager, School Business Manager and headteacher should any concerns arise. The governing body is kept informed of any health and safety matters at the Full Governing Body meetings where it is a standing item on the agenda.

## Part 3:

### Arrangements and procedures for health, safety, and welfare

The following arrangements relate to local procedures and relevant documents in place that are used in the management of health and safety within the school by staff. The arrangements and procedures have been established within our school to eliminate or reduce health and safety risks to an acceptable level, and to comply with minimum legal requirements. Arrangements that are detailed in existing policies are referenced under the relevant section.

#### Accident and near miss reporting, recording and investigation

The school has access to OSHENS, the SCC on-line reporting system. The following incidents are to be reported on-line:

- All injuries included in the statutory Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) information
- Injuries to either staff or pupils that require their leaving school to attend hospital
- Incident/Injury occurring in school and resulting in sickness or absence from either work or school
- Incidents where, in the view of the Headteacher, a subsequent claim is likely to be made by the person sustaining an injury
- Minor lumps and bumps that may occur from time to time in school, e.g. in the playground, are recorded within the School. A written record is provided by the person responsible for the pupil when the incident occurred. Records of these incidents are made by a First Aid member of staff based on information shared by the injured person and witnesses. These records are held in the First Aid office.

#### Asbestos

One copy of the Asbestos Survey Record is kept in the Main School Office and a second copy in the SBM's office.

- The Premises Manager ensures that any contractors on site have access to the register prior to undertaking any work on the premises.
- Staff must not nail or screw anything to walls or ceilings without first consulting the Premises Manager who will check the Record to ensure the area is asbestos free.
- All asbestos is labelled as such and staff finding damage to labelled areas must inform the Premises Manager immediately.
- Upon finding or having reported to the Premises Manager, any damaged or unrecorded asbestos, the Premises Manager must evacuate the area, locking, shutting any doors and report the find to SCC building maintenance help desk immediately. The area must stay locked shut until it has been inspected and made safe

#### Contractors

The majority of building work carried out at the School is undertaken by contractors procured by SCC through its Buildings Maintenance Buyback Scheme and as such, should have passed rigorous Health and Safety training. Any H&S breaches by these contractors must be reported to SCC's Building Maintenance Consultants by the Premises Manager immediately.



All contractors are expected to adhere to safe systems of work agreed with the PM.

Contractors employed directly by the School for building works or cleaning etc. must provide proof of public liability insurance and any relevant qualifications needed to perform the job which they are carrying out to the School Business Manager / Premises Manager prior to work commencing.

The Premises Manager is primarily responsible for monitoring all contractors' work and the manner in which they carry it out. However, any member of staff with concerns should refer to the PM, and/or in his/her absence, the SBM/Headteacher.

### Curriculum safety

- All staff must be fully qualified to carry out their normal curriculum activities both in and out of the classroom and should renew training and qualifications as appropriate. This is the responsibility of the member of staff and should be discussed as part of the annual Performance Management Review.
- Any hazardous activities outside of normal curriculum activity should require a risk assessment signed off by the Deputy Headteacher or Headteacher.
- All curriculum activities must be carried out in accordance with relevant authoritative guidance, e.g. the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) and SCC.
- All offsite activities must be risk assessed and approved by the Deputy Headteacher as EVC.
- Staff must report any defective equipment or hazards in their workspace/classroom using the explained hazard/defect reporting process at the same time ensuring the safety of others.

### Drugs & Medications

- The Pastoral Team is responsible for giving routine medication to pupils suffering from medical conditions and any first aid incidents. Staff must undergo statutory training before being allowed to administer medication.
- All controlled drugs are stored in a locked cupboard in the First Aid Office. All medication given to pupils must be recorded in the Medications Book and the entry signed by the member of staff. Details relating to the administration of medication (a copy of which is in the First Aid Office) can be found in the School's Medical Policy and Procedures. Hard copy is available from the First Aid Office or on the School website.
- Staff leaving the First Aid Office must make sure it is locked when it is not in use.
- Medical information and consent for giving medical treatment is obtained from Parents/Carers during the admission process. Where appropriate, pupils will have Individual Treatment Plans.
- First Aid staff receive training on the use of EpiPen at least annually.
- Further advice and guidance regarding pupils' health needs is sought from the Surrey Schools' Medical Officer.
- The Local Authority (LA) has produced guidance for schools entitled Pupil's Health and the Administration of Medicines which is kept in the Care/First Aid office.

### Electrical Equipment (Fixed & Portable)

There is currently no strict legal requirement for Portable Appliance Testing (PAT). The Government however has put regulations in place that pertain to the maintenance of electrical appliances and the most effective way to ensure that these regulations are met is through PAT.



However, it is the responsibility of the PM to ensure all electrical equipment and electrical services are inspected at the correct timings.

Class 1 equipment must be tested annually. Class 2 equipment can be tested every 4 years, but is often tested annually.

Findings must be documented and any items which fail the test must be withdrawn from use.

Any “Portable Appliances” brought in to school by pupils or staff must be tested by the PM prior to being used. The Care Staff check residential pupils’ equipment to ensure that it has been tested.

All fixed wiring and associated distribution boards must be tested on a 5-yearly basis by a qualified electrical contractor. Any Category 1 remedial works must be completed as soon as possible. (Last Inspection 2018 – Next Inspection 2023)

Any electrical equipment which is found to be faulty or unsafe must be taken out of service, secured, and reported to the PM or a senior member of staff as soon as is practical.

### Fire Precautions & Procedures (and other emergencies)

The Headteacher is responsible for organising two fire drills per term. For a daytime fire drill, registers kept in the Main School Office are utilised.

Instructions for staff are posted in the staffroom and the Main School Office. Fire action notices are posted by each fire call point.

Staff must ensure they are familiar with all Fire Escape routes and Fire Exits and what the procedures are in the event of a fire or emergency.

Fire & Evacuation Routine and Record Book and equipment testing log books are kept in the Main School Office.

The Fire Alarm System is tested weekly (on a Friday evening at approximately 4pm) during term time by the PM or the SBM. Quarterly inspections are carried out as well as inspections of Emergency Lighting. Fire Extinguishers are inspected and serviced annually by a qualified contractor.

Staff should only use a fire extinguisher if they are confident and can do so without endangering their own personal safety, and only then if the alarm has been sounded and the building has been/is being evacuated.

Line managers must clarify with staff that they understand the Schools’ fire routines.

### Fire Risk Assessment

The Fire Risk Assessment (FRA) of the building is carried out by a professional contractor. The FRA is reviewed annually or sooner if there are any significant changes to the building or occupants. The “Significant Findings” of the FRA are prioritised and given a timescale within which any deficiencies must be rectified. The Headteacher will ensure that safety is properly managed whilst any necessary improvements are being made.

The Fire Brigade must be called whenever there is a fire no matter how small and even if it has been extinguished successfully by staff.





## First Aid

- Location of First Aid Boxes: Kitchen, Office, First Aid Office, DT room, Science Room, Gym, Practical Cooking Room, Art Room, Minibuses and Grab Bag (x2).
- There are also two first aid kits for trips. Included in each First Aid Box is a list of contents.
- Trained First Aiders are as listed in the Staff H&S information in the staffroom, which is updated and checked annually.
- Appointed person(s) to summon help in a medical emergency are Main Office Staff, Headteacher and Pastoral.

## Glass & Glazing

All glass in doors and door side panels must be either laminated or toughened safety glass. All glass in windows below 800mm from floor level must also be laminated or toughened safety glass.

It is the responsibility of the PM to ensure all glazing meets the required standard and that all replacement glazing is of the correct type for the area being replaced.

## Substances Hazardous to Health (COSHH)

The Science Lead has taken on responsibility for monitoring chemical use and storage and supplies an updated list of these as well as a risk assessment each academic year. The Premises Manager manages all other cleaning products/chemicals that may be present in the school.

It is the responsibility of users of substances to ensure that they are securely stored and inaccessible to all unauthorised users. Anyone requesting or purchasing substances should ensure that the least hazardous product is acquired and where practical non-hazardous products are used.

Premises/Non-Curriculum: The PM retains an inventory of products, and records a COSHH assessment for each item. Further ensuring that they are used in accordance with the suppliers' safety instructions, and that users have sufficient knowledge and information to apply any necessary specified emergency procedures.

Curriculum: Heads of Department must ensure that all hazardous products have a corresponding CLEAPSS Hazcard, and that all activities are carried out in accordance with prescribed safe systems of work.

The Headteacher must be advised, as soon as is practicable, of any significant incident involving Substances Hazardous to Health.

## H&S Advice

The School uses the H&S advice service from SCC. The Headteacher and Health and Safety Coordinator receive regular H&S updates, bulletins and newsletters. Any H&S queries can be clarified by the H&S team.

There are several H&S Law posters throughout the building which give contacts for the local Health and Safety Executive Office.

## Housekeeping, cleaning & waste disposal

Domestic staff are supervised by the Premises Manager, and together are responsible for keeping the buildings clean, and free from rubbish.



The waste is sorted at source into general waste and recyclable paper and cardboard and disposed of on a weekly basis by registered waste disposal contractors.

Domestic staff remove the waste daily and take it to the bin compound where it is placed in steel containers with lids. The bin compound is a safe distance from the School buildings and is lockable.

Clinical waste is disposed of by approved contractors as required.

Any H&S concerns the domestic staff have must be reported to the PM or SBM immediately.

Domestic staff must use “Wet Floor” signs when washing all hard floor surfaces and these signs must remain in place until the floor is dry.

Sanitary bins are provided in all toilet areas which are emptied on a monthly basis by registered contractors.

There is a sharps bin in the first aid office for used syringes.

## Handling & Lifting

All Staff must take care and use safe practices when lifting and handling. Nobody should carry any load that causes them discomfort.

The School provides trolleys and sack barrows that must be used when appropriate.

The Headteacher/H&S Coordinator ensures that all staff who have to lift and carry as an integral part of their work receive sufficient information, training and instruction in order to carry out their tasks safely.

The PM and his assistant have attended Manual Handling Training and will normally be available to assist with any heavy or prolonged Lifting and Handling task.

## Infection Control

Arrangements for managing a range of common and important infections are in place, detailed in the appropriate Infection Control policy.

## Jewellery

All jewellery must be removed before taking part in Physical Exercise, and handed to a member of staff for safe keeping. The School is not responsible for any jewellery brought into the School.

## Lone Working

Where it is necessary or appropriate for a member of staff to work on their own and/or in isolation the following applies.

- No Hazardous activities should be undertaken, e.g., working at height.
- There must always be a plan for emergencies and access to a phone (a personal mobile phone is appropriate)
- The lone worker must inform other staff of where they will be working and what they will be doing.



Staff members must be mindful of the risks of being on their own with certain pupils where they cannot be seen by other members of staff, and these situations must be properly risk assessed prior to taking place.

### Maintenance/Inspection of Equipment

The Premises Manager has primary responsibility for ensuring all equipment on the school site is safe to use and is serviced/inspected at the correct intervals.

Any member of staff with concerns regarding specific items must take steps to protect persons who may be affected and advise the Premises Manager as soon as is practical.

The list of equipment, service/inspection intervals, who carried out the service/inspection and when it was last completed as well as certificates such as Gas Safety Certificates and Fire Certificates are either kept on file in the Premises Manager office or online on the SCC portal.

### Monitoring the Policy

Inspection of the premises is carried out weekly by the Premises Manager and the School Business Manager produces a report on a termly basis for the Governing Body within the Headteacher Report. The inspection can be of the site in general or of a pre-designated area if there is an H&S concern. Governors may be required to inspect an area following an incident as part of an investigation.

The Premises Manager takes note of any H&S issues on a daily basis when unlocking/locking up the building and during the course of their working day.

It is the responsibility of all staff to report any H&S issues or breaches of H&S issues rules to either the Premises Manager or a senior member of staff at the first opportunity.

### Personal Protective Equipment (PPE)

It is the responsibility of the Heads of Department or a person appointed by them to ensure adequate supplies of suitable PPE are available if required for specific activities.

It is also their responsibility to ensure staff and pupils use this equipment when carrying out these activities and that it is used properly.

PPE must be inspected for hygiene and condition before use.

### Break & Lunch supervision

The school has two lunch settings:

- 12.30pm to 12.55pm - year 7, 8 & 9
- 12.55pm to 1.20pm - years 9, 10 & 11

On the playground, at least four (4) members of staff wearing high visibility jackets are on active supervision daily for the break and lunch supervision. The Lead TA (HLTA) and Deputy Head (DHT) monitor duties to ensure adequate supervision.

### Reporting Defects



Staff should record defects in the book in the Main School Office for the Premises Manager to deal with on a priority basis.

Where any defect presents an immediate H&S hazard, staff should take reasonable steps to isolate and/contain the hazard, and report the same verbally to the PM as soon as is practicable. In the absence of the PM, the SBM or the Headteacher must be advised.

### School Trips/ Off-Site Activities

All School trips and outdoor activities must adhere to the protocols set out in the school's Educational Visits Policy. The Deputy Headteacher is the School's Educational Visits Coordinator.

A copy of the School Emergency Plan is located in each vehicle and includes a copy of Operation Duke should an emergency occur.

### School Transport/Vehicles on Site

Minibus weekly checks are carried out and recorded by the Premises Manager. Minibus drivers must ensure passengers are wearing seatbelts before setting off. All drivers must pass SCC competency test before taking pupils out.

The Deputy Headteacher has responsibility for checking all driving licences and insurance documents on an annual basis. Drivers of the School minibus must hold a full driving licence, a copy of which should be retained by the School.

It will be each driver's responsibility to notify the School if they are involved in any traffic violations which result in "points" being added to their licence; this may mean their eligibility to drive the minibus may be reviewed.

The minibuses undergo an annual MOT which the PM is responsible for arranging.

Most pupils are driven to and from the School in taxis arranged by SCC's School Transport Provider. Any complaints concerning either driver behaviour or the way they drive must be reported to the School Transport Provider immediately.

Occasionally, staff are asked to use their own car to transport a pupil somewhere. This is only possible if the member of staff has business insurance which has been checked by the School Business Manager prior to departing.

Staff and visitors are reminded not to double park and to ensure safe access for emergency vehicles.

Parking bays are clearly marked in the main car park. There are two main parking areas at Sunnydown. A senior leader monitors taxis every morning and afternoon.

No specific parking is allocated for visitors other than by arrangement. Disabled parking is identified beside the Main School Office.

The School minibuses have allocated parking spaces outside of the main car parks.



## Smoking

In line with SCC guidance, there is a No Smoking Policy which covers the buildings, the grounds and School Transport.

## Staff Consultation

Various roles relating to H&S are delegated throughout the school and include but are not limited to:

- Headteacher – responsible for H&S
- SBM – H&S Coordinator
- Premises Manager – Supports Fire Safety, vehicle maintenance/PAT/daily maintenance
- DHT – External Visits Coordinator (EVC)
- Science – Chemicals
- HLTA – Playground supervision
- Pastoral - Medical

## Staff Health & Safety Training and Development

All new staff go through a H&S Induction process with the SBM/Headteacher/HLTA.

H&S arrangements are reviewed annually at INSET training, and include Fire Safety and Emergency procedures.

Individual H&S training needs are assessed at Performance Management Reviews.

Staff concerns should first be addressed via their Line Manager.

Staff wellbeing is taken seriously. Where necessary, Stress Risk Assessments are carried out and monitored.

## Supervision /Safeguarding

All Staff are subject to an enhanced Disclosure and Barring Service (DBS) check prior to starting work at the School. This process is initiated and monitored by the SBM.

In accordance with NMS 14, all partners of staff who reside onsite have an enhanced DBS paid for by themselves. While waiting for the DBS to be processed, either the partner does not stay onsite, or has a School-based risk assessment in place to cover the interim period.

## Use of Visual Display Units (VDUs)/Display Screens

All staff using computers are issued with the HSE guidance, “Safe Use of VDUs”. Administrative/office-based staff have individual assessments at their workstation, organised by the H&S Coordinator.

Teaching staff are provided with office standard facilities for any prolonged computer work, e.g. creating lesson plans and reports.

## School Security

Forest View and the Food Technology Room have an intruder alarm system set each evening and door entry keypad systems.



An intruder alarm is also available for the main building. However, because of the residential nature of this area, it is only set during extended periods of absence. In the case of the main building, the entrance has a key pad and second lock for security.

The rear door to the main building and classroom corridor door have been fitted with coded keypad entry systems restricting access to staff, pupils and residents only.

Several rooms which are required to be secure also have keypad locks e.g. First Aid and the Practical Cooking Room.

Visitors to the site are directed to the main entrance and instructed to ring the bell. Visitors are required to sign in and are given a visitors' badge which they must wear at all times while on site. Visitors are never left on their own with pupils in order to protect both parties.

In the event of a pupil leaving the site without permission, staff will follow the protocol set up in the Absence of a pupil without Authority Policy.

### Staff well-being / stress

The school has an arrangement in place for supporting staff including occupational health and an employee assistance programme (EAP). The school actively promotes 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.

### Water management (Legionella)

To comply with legislation surrounding water management as detailed in the COSHH Regulations and Approved Code of Practice L8, a water risk assessment is undertaken 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.

### Working at Height

Staff needing to access a higher level must ensure that they have suitable equipment and adopt a safe system of work. Whenever unsure as to a correct system, staff must consult their line manager and/or the Premises Manager. Staff must never work at height when alone.

Contractors will make their own arrangements in consultation with the Site Manager.

### Work Experience

All work experience placements are coordinated by the Careers Officer. Where a pupil has any specific difficulties or areas of concern, employers are given details of these to ensure they are fully aware of any possible problems.

Pupils are supported at their Work Experience Placement by members of School staff and all students receive a visit from School staff during their placement to ensure everything is going smoothly.

### Emergency Procedures

The school has its own emergency and lockdown procedures. The school carries out fire drills on a termly basis, as well as lockdown procedures (full and partial) at least once a year.



## Lettings

The school allows regular lettings of its facilities and classrooms. All lettings are carried out as per the Surrey County Council process. A separate lettings policy is available on our website.

## Risk Assessments

Risk assessments are carried out and updated on a yearly basis, or sooner if there are major changes. Staff risk assessments are undertaken on a needs basis. Please see appendix B for a list of assessments that support these arrangements.

## Violence / School Security

All persons entering the school must complete the sign in book and will be presented with a visitor's badge. Upon leaving the school, visitors must sign out and return the badge. All staff are required to report all incidents of verbal and physical violence to the senior leadership team and as detailed in the school's accident and incident reporting procedure. CCTV is used throughout the school and there is a separate policy and DPIA on this.

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

List of risk assessments in place:

Manual handling  
Asbestos Management Plan

Fire

Pond

Working at height

Classroom & main building

Art

Astroturf

Cycling

Food Technology

Flint Shed

PE/Games

Science including Chemical list

DT

Animals in schools

First aid