



engage enrich excel academies

Westfield Primary School

HEALTH SAFETY & WELFARE POLICY

2024-2025

Date of Approval

06.12.2024

A&R

Date of Review

Autumn 2 2025

Health Safety & Welfare Policy

The following document is written in compliance with Section 3 of the Health and Safety at Work Act 1974: (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.

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

Legislation:

This policy is based on advice from the Department for Education on health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which require employers to protect their staff from falls from height

The school follows national guidance published by UK Health Security Agency (formerly Public Health England) and government guidance on living with COVID-19 when responding to infection control issues.

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

This policy complies with the Trust's funding agreement and articles of association.

Links with other policies

This policy should be read in conjunction with the following documents:

- First aid policy
- Supporting pupils with medical needs policy
- Accessibility plan
- Access audit Checklist
- Emergency &Continuity Plan.

Part 1

Statement of General Policy on Health, Safety and Welfare

It is the policy of Engage Enrich Excel Academies (EEEEA) to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, students, contractors, clients, general public and others while working and studying on any of its premises and outside of its premises whilst engaged in associated activities.

The Trust has set a Health and Safety Policy Statement that applies to all schools within the Trust. This policy outlines the Trust's aims in respect of health and safety (H&S) and sets roles and responsibilities.

The policy requires schools to define and implement H&S arrangements that are appropriate for the local school context in Part 3 of the Policy. The Trust delegates the strategic, management and the day-to-day operational responsibility of each school to the Headteacher and the Local Advisory Committee in accordance with the trust scheme of delegation.

The Local Advisory Committee (LAC) & Headteacher of Westfield Primary 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 and safety policy of Surrey County Council.
- Require all managers, in the school community, to act in accordance with School H&S policy and procedures, and the same is required of persons that they supervise and take responsibility for.

The Local Advisory Committee & Headteacher will provide as necessary procedures, arrangements and supervision, sufficient to ensure to comply with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:

- A school/workplace 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

In support of the above, the Local Advisory Committee & Headteacher will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for the significant finding to be properly incorporated into the school's H&S procedure.

This statement of intent has been ratified as part of the last LAC meeting.

Chair of LAC:

Headteacher.....

Date:.....

Date:

Part 2:

Organisation and Responsibilities for Health, Safety and Welfare

1. The Trust

The academy trust has ultimate responsibility for health and safety matters in each of its schools. The Trust delegates the strategic, management and the day-to-day operational responsibility of each school to the Headteacher and the Local Advisory Committee in accordance with the trust scheme of delegation.

The following H&S organisational structure, and roles and responsibilities are approved by the Local Advisory Committee & Headteacher of Westfield Primary School.

2. The Local Advisory Committee (LAC)

The LAC monitors the successful implementation of the H&S Policy of the school. The LAC further ensures, as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policies. Specifically, the LAC will:

2.1 Include Health & Safety targets in the School Development Plan.

Targets may include:

- Provision of facilities for health and safety purposes
- Reductions in accidents/incidents
- Training of Governors/staff, and
- Review of policies and procedures

2.2 Ensure that Health & Safety is an agenda item on the Building and Finance Committee termly meetings, and receive a termly H&S report from the School Business Manager at this time.

This report should include information on:

- Progress of the H&S targets in the SDP
- Accident/incident analysis
- Relevant H&S information received from SCC or its Advisers
- Suggestion on future H&S initiatives

2.3 Facilitate any necessary review of the school's H&S procedures as may become apparent via the strategies above.

2.4 Nominate a Local Advisory Committee member (H&S) as an H&S link between the Local Advisory Committee and the wider school community, who will stay up to date with school H&S initiatives and inform the Local Advisory Committee accordingly. They will also carry out termly H&S walkabouts with the Premises Manager.

3. Headteacher/ Executive Headteacher

As Senior Manager for the premises, and of all on & off-site school related activities, the Headteacher is responsible for the day-to-day management of H&S in the school. The Headteacher will advise LAC of any H&S issue where their support or intervention, either via system or finance, is necessary & appropriate in order to affect the requirements of this policy. In particular the Headteacher will ensure that:

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

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

- All appropriate risk assessments are completed and reviewed
- Appropriate control measures are implemented

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

3.4 Appropriate staffing levels for safe supervision are in place.

3.5 An adequate schedule of inspection and maintenance is in place to ensure a safe working environment and that any place of work is in a safe condition. 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 equipment

3.6 An adequate needs analysis of H&S 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 H&S awareness
- H&S Induction training (all new and temporary staff)
- Emergency/Fire Training for the whole school community
- First Aid
- Risk Assessment
- H&S Coordinator
- Lifting and Handling
- Working at heights

and any further specific H&S training identified by the training needs analysis as being necessary and appropriate.

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

3.8 The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations. The details of the Competent Person are inserted in section 12 Part 2 of the Policy.

3.9 A termly H&S report is provided to the Governors.

3.10 Francesca McPhee, Deputy Head is the School's Educational Visits Co-ordinator ("EVC") and is trained accordingly.

3.11 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.

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

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

3.14 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the mean of escape.

The Headteacher may delegate functions to other or single members of staff (e.g. an H&S Coordinator) who may be tasked with the H&S administrative arrangements for ensuring the compliance with the above responsibilities. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

4. Assistant/ Deputy Headteachers

The Deputy Headteacher/ Senior Leadership Team will take on the above responsibilities in the absence of the Headteacher.

5. Line Managers

Managers in charge of Curriculum Areas/Departments/Staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

5.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment, monitored and reviewed accordingly.

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

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

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

5.5 Within the Senior Leadership Team monitoring system, H&S inspections are carried out in their areas of responsibility within a timescale agreed with the Headteacher, and a report provided to the Headteacher where necessary.

5.6 The H&S training needs of staff are identified and the Headteacher informed accordingly.

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

5.8 New transferred and temporary staff receives appropriate H&S induction training.

5.9 First aid provision is adequate.

5.10 Pupils are given relevant H&S information and instruction.

6. Teaching Staff (Including supply)

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

6.1 Effective and appropriate supervision of the pupils that they are supervising.

6.2 That appropriate safety instructions are given to all pupils prior to commencing practical sessions.

6.3 That they are conversant with the school's H&S policy and any arrangements specific to their own department.

6.4 They know the emergency procedures.

6.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.

6.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.

6.7 That they report any defective equipment to the relevant person.

6.8 All accidents and incidents are reported and reviewed or investigated.

7. Caretaker/ Premises Manager/ Facilities Staff

The Caretaker/Premises Manager/ facilities staff is responsible to the Headteacher/School Business Manager, and in particular will ensure:

7.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.

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

7.3 That regular H&S 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 will on occasion be carried out with others such as LAC committee members, Headteacher and School Business Manager).

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

7.5 That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.

7.6 That all staff work in accordance with safe working practices issued by the school.

8. Health and Safety Co-ordinators: School Business Manager & Premises Manager

The Health and Safety Coordinators carry out H&S functions, maintain an overview of the H&S organisation & management of the school, and report to the Headteacher accordingly. Specific functions of the H&S Coordinator may include:

8.1 Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary.

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

8.3 Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.

8.4 Arrange for termly evacuation drills and weekly fire alarm tests etc.

8.5 Advising the Headteacher and/or The Trust of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.

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

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

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

8.9 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.

8.10 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 assistance.

9. All Employees (including temporary staff & volunteers)

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

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

- 9.1 Participate in the school's risk assessment process and comply with findings.
- 9.2 Report any defects in the condition of the premises or equipment of which they become aware.
- 9.3 Report all accidents/Incidents in accordance with the school's procedure.
- 9.4 Be familiar with the procedure to be followed in the event of a fire/emergency.
- 9.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- 9.6 Follow all relevant codes of safe working practice and local rules.
- 9.7 Report any unsafe working practices to their Line Manager.

10. Pupils, parents/carers and visitors

Pupils, parents/carers and visitors are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

11. Contractors

Contractors will agree health and safety practices with Health and Safety Co-ordinator before starting work.

12. Competent Person:

The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations through buy back into the Silver Level Health & Safety Strategic Risk Management SLA Package from Surrey County Council.

Part 3:

Arrangements and Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within Westfield Primary School to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

1. Accident Reporting, Recording & Investigation

A daily accident log of minor injuries and incidents is kept in the medical room and completed by the member of staff administering first aid. Any injury or accident which results in the injured person being taken to a medical facility for treatment must be reported to the Headteacher. These are then reviewed by the Headteacher, who will investigate the accident where necessary and advise if the incident needs to be lodged with the H&S Executive (RIDDOR).

More serious incidents related to both staff and pupils (including any which result in the injured person being taken to a medical facility for treatment) are also recorded online using SCC's OSHENS system. A copy of the Surrey County Council school incident reporting flowchart is set out in the appendix. The school administrative assistant completes and submits a report on this system liaising with other members of staff for information as required and each report is reviewed by the Headteacher. The system also generates a RIDDOR report when necessary.

Staff will inform parents/carers of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

The Headteacher or Lead DSL will notify the Surrey Children's Single Point of Access (C-SPA) of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

2. Asbestos Management

The site staff and School Business Manager have access to the Asbestos Register which details the location of any asbestos in the school. The Asbestos Register is checked every year. Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe. A record is kept of the location of asbestos that has been found on the school site.

The School Business Manager holds a copy of the School Asbestos Register and arranges for an annual re-inspection and update report. The Premises Manager ensures all contractors working on site have sight of the register prior to starting any work on the premises.

Staff are instructed not to drill or affix anything to walls without first obtaining approval from the Premises Manager. If staff suspect any damage to asbestos materials, they should report this to the School Business Manager immediately.

The school emergency & continuity plan is in place should a case of Asbestos disturbance occur.

3. Contractors

When a project is identified, a project scope is prepared and contractors are invited to tender quotes as per the project scope. A summary of the quotes is then prepared for the Local Advisory Committee and Headteacher allowing them to make an informed decision, evaluating value for money, H&S awareness and known standard of work from previous works on site or references from other schools.

As appropriate, the School Business Manager will request risk assessments and Health & Safety information from the contractors ahead of starting work on site and will ensure contractors have contact details of the Premises Manager as a liaison during the period of works. Contractors will be

required to identify a supervisory contact (working on site) who will facilitate daily liaison with the Premises manager and also be contactable and accountable should ad hoc incidents or emergencies arise.

Contractors are segregated from the main school areas which are being utilised by staff and pupils (according to the degree of risk) by the hierarchy of controls measures such as barriers, warning signs or by working outside of normal school hours. Mains Isolation arrangements must be clearly identified (water, gas, electricity) and are readily accessible in an emergency. "Hot works" (heating or burning activities that might cause a fire to spread within the building) will be carried out via a "Work Permit" arrangement.

4. Curriculum Safety (including out of school learning activity/study)

Teaching staff take account of Health & Safety as part of their lesson planning and are responsible for seeking further guidance as required when necessary.

Teachers are responsible for undertaking appropriate (written) risk assessments prior to commencing hazardous activities, which should be passed to the Headteacher for review. A risk assessment examines the hazards and control measures in each operation. Teaching staff must refer to any Health & Safety publications or curriculum policies adopted by the school, which staff must be familiar with and teaching staff/coaches/volunteers, etc. must be suitably qualified to teach activities.

5 Drugs and medication (excluding epipens and inhalers)

All prescribed medicine (excluding epipens and inhalers) must be handed in to the school office. Teachers have been instructed not to make arrangements with parents/carers directly. If it is absolutely necessary to administer medicine during the day then the school requires parents to complete a Pupil Medication Request form, which must then be handed to a member of the office staff, along with the medication. The medication will be stored away in the locked medical cabinet located in the medical room adjacent to the main office or if necessary refrigerated in the medical fridge located in the medical room. In the case of a requirement to administer controlled drugs, such as Ritalin, these will be kept in the locked medical cabinet in the medical room.

A record of any medication administered is kept in the Administration of Medication record book located in the medical room, detailed on the reverse of the relevant pupil's Pupil Medication Request form. For further details and procedures relating to epipens and inhalers refer to the school's Supporting Pupils with Medical Needs policy.

6. Electrical Equipment (fixed & portable)

Portable electrical equipment is defined as equipment that has a lead and plug and which is normally moved around or can easily move from place to place. Damage, poor maintenance or incorrect use of equipment can result in fire, electrical shock and/or burns to the users and in extreme cases death. Staff are instructed to make visual inspections of electrical equipment prior to use. If they find something wrong, they should report the matter to the School Business Manager and the equipment should be labelled as faulty and taken out of use to be repaired. Staff are not permitted to bring personal electrical equipment onto the premises for use at work.

Fixed testing is carried out every 5 years. Modifications or repairs to the fixed electrical system are only undertaken by a qualified electrician. Portable Appliances are tested on an annual basis by the Premises Manager. Records of fixed and portable testing are retained by the school.

7. Fire Precautions & Procedures (and other emergencies)

A fire risk assessment, an annual inspection and maintenance of the fire safety related equipment is undertaken on a yearly basis by an external company. The fire risk assessment report is brought to the attention of the Headteacher, the person responsible for fire safety. The testing of the school fire alarm system is done on a weekly basis by the Premises Manager and the system is inspected by an external company on a quarterly basis. Termly fire drills are arranged by the Headteacher. Fire procedures posters, fire exits and escape routes signs are located around the school and staff are aware of the assembly points. A fire log book details records of staff training, testing of break glass points, testing of emergency lighting and the names of the fire wardens/marshals. All staff complete annual fire safety training.

8. First Aid

All staff are trained in basic first aid skills and their training is updated every 3 years. The school also has a number of named first aiders who have completed full paediatric first aid training, including our Forest Schools co-ordinator who has completed additional first aid training for outdoor learning. The main first aid kits are kept in the medical room and in the playground shed. Smaller first aid kits and Medical bags containing the pupils' inhalers, epipens etc. are kept in their classrooms. The school office are responsible for maintaining first aid supplies and members of the Inclusion Team are responsible for monitoring first aid bags. All First Aid treatment is recorded and parents advised via a copy of the accident/illness report form, which is sent home with the child, with an original being retained in school.

9. Gas Safety Checks

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer. All boilers are checked on an annual basis by Gas Safe registered engineers. Gas pipework, appliances and flues are regularly maintained. All rooms with gas appliances are checked to ensure they have adequate ventilation.

10. Glass & Glazing

All glass in doors, door and all replacement glass on the school premises meet the safety standards under regulation 14 of the Workplace regulations 1992. (Health, safety and welfare).

11. Hazardous Substances

The Control of Substances Hazardous to Health Regulations apply to all employers and work places where substances are used/produced that may be harmful to persons by either inhalation, ingestion or absorption into the body. The use of hazardous substances within the curriculum at Westfield is unlikely but in the event that such substances are required (potentially in science or DT) then the school will seek specialist advice from advisory bodies such as CLEAPSS, which supports practical science and technology in schools and complete full risk assessments.

The school's cleaning is carried out by Great Clean Ltd, under contractual arrangement through Strictly Education 4S. Cleaning staff are made aware of information/regulations regarding COSHH (Control of Substances Hazardous to Health) through COSHH leaflets, posters in the cleaners' room and training provided by Great Clean Ltd.

12. Housekeeping, cleaning & waste disposal

The premises are cleaned daily by a cleaning contractor. Litter bins are distributed around the grounds of the school. Waste bins are emptied on a daily basis by the cleaners and litter bins are emptied regularly by the Premises Manager. Where cleaning (wet floor) takes place, hazards cones or lightweight floor signs are used. Glass and other sharp objects are disposed of. Fallen leaves in autumn (when it is wet) will be cleared regularly by the Premises Manager so as to reduce the risk of slips. During the winter season, the risk of slips and trips on external walkways increases. e.g., ice or snow. The school pays for a gritting service, which ensures the site is gritted ahead of overnight frosts, reducing the risk of slips and trips on icy paths and playgrounds. Depending on the volume of snow, a risk assessment will be carried out by the Headteacher. A path for walking will be cleared (through salting) by the Premises Manager and hazard signs will be displayed in the vicinity if necessary.

13. Handling & Lifting

Manual handling activities are mainly carried out by the Premise Manager who has been trained in manual handling tasks. Other staff may be involved in manual handling tasks, e.g. receiving, storing or setting up resources or consumable. To support them with this, HSE guidance on manual handling is available for all staff on the staff drive under Policies/Current Policies/Health, Safety & Wellbeing Policies/ Health & Safety Staff Guidance/HSE Manual Handling Operations Guidance.

14. Infection Prevention and Control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice. We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory

diseases and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively. We will follow local and national guidance on the use of control measures. For further details please refer to the school's Infection Control Policy.

15. Jewellery

Pupils are only allowed to wear a single pair of plain stud earrings, which be removed for P.E. lessons in line with the school's guidelines.

16. Lettings/shared use of premises

Hirers using any equipment or facility provided by the school must be familiar with its safe use and, if necessary, briefed accordingly. Fire escape routes and exits are clearly marked for the benefit of users of the school building, particularly during the hours of darkness.

All hirers are required to complete and sign an 'Application for Use of School Premises' form which details the terms and conditions of the hire on the reverse. In addition, they are provided with a copy of the Lettings Policy, which further details the conditions of the hire, including Health & Safety.

Events run by the Friends of Westfield are discussed with the Headteacher in advance and, where required, risks assessments are completed and reviewed by the Headteacher. The Headteacher, acting on behalf of the Local Advisory Committee reserves the right to cancel events.

Foundations Preschool has a five-year lease (renewed Dec 2023) to occupy two classrooms and the attached outdoor space and have shared use of identified pupil toilets. This lease sets out their responsibilities with regard to Health & Safety. Surrey Arts have shared ownership of the Gym and, in addition, hire the hall and classrooms for ensemble rehearsals on a termly basis. The School Business Manager meets regularly with Surrey Arts to discuss any issues with their usage of the school site and provides them with an updated copy of the Lettings policy.

17. Legionella Management

A water risk assessment is completed every two years by Magenta. The School Business Manager is responsible for ensuring that the identified operational controls are conducted by the site team and recorded in the school's health and safety checks log book. This risk assessment will be reviewed every 2 years and when significant changes have occurred to the water system and/or building footprint.

18. Lift Maintenance - Not applicable

19. Lone Working

The Health and Safety Executive defines lone workers as 'those who work by themselves without close or direct supervision'. It is the responsibility of any person working alone to arrange a check in arrangement with a second person, who will seek to contact them if they have not checked in. Staff are also advised that they should not be lone working if they have medical conditions which make them unsuitable for working alone.

20. Long Term Evacuation Plan (Business Continuity Plan)

The school has drawn up an Emergency & Continuity Plan / Emergency Plan which is circulated to all staff. The plan lays out the contacts, appropriate procedures and measures to be taken in the event of an emergency. The plan is updated in response to change and reviewed annually.

21. Maintenance / Inspection of Equipment

A log of all equipment, which requires periodic inspection and testing, is maintained by the School Business Manager and annual buybacks set up with third parties to complete this periodic inspection and testing and ensure the school remains compliant.

All PE and play equipment, which includes moveable play items as well as fixed external play structures, is subject to regular visual inspection by staff, prior to use. If defects are noted, these

should be reported to the Premises Manager who will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair. The PE and play equipment is inspected termly by the Premises Manager during his H&S walkabout and is inspected annually by an independent contractor.

Any item of equipment assessed to be damaged and a hazard to others must, if possible, be removed to a safe location away from children. If not possible to move then steps must be taken to identify the item as a hazard to others and to limit the risk and access to it.

Defective items clearly identified as damaged or a hazard must not be used without first seeking advice from the Headteacher

22. New and Expectant Mothers

Staff who are pregnant should make the Headteacher aware so they can complete the Risk Assessment for New & Expectant Mothers together. Appropriate measures will be put in place to control risks identified.

All employers have an increased duty of care to pregnant staff & new mothers, and must take all reasonable steps to ensure their health and safety in the workplace, including carrying out individual risk assessments and monitoring as necessary. In order to support this process, an HSE document, 'a Guide for New and Expectant Mothers who Work' is available for download, and line managers are advised to read this publication with staff and offer copies to people accordingly. Strictly Education 4S also has a Risk Assessment Template for New & Expectant Mothers, complete with example text, and the school adapts this document as necessary when carrying out individual risk assessments for pregnant staff and new mothers at work. Line managers may also introduce pregnant staff to the NHS Pregnancy and Baby Guide website (<https://www.nhs.uk/conditions/pregnancy>). This link provides bespoke pages with relevant information to support pregnancy & pregnancy at work.

23. Playground Safety

There are necessary and appropriate levels of supervision for lunch and playtime sessions. Pupil/staff ratios are agreed and endorsed by the School Local Advisory Committee. The supervising adult must be able to maintain visual contact with all parts of the designated play space where pupils may gather or visit individually and witness and respond to pupils leaving the designated play space without permission. Furthermore, the supervising adult must be able to respond to a foreseeable incident, at the same time as ensuring that the supervising areas are reasonably maintained. Adequate emergency arrangements must also be in place. These arrangements must be tested periodically to ensure effectiveness.

Regular inspections of the playground and any other areas that may be accessed by pupils are carried out and appropriate action taken to repair any damaged (unsafe or child negotiable) sections. In circumstances where risks remain, supervisors must be advised accordingly, and alternate strategies put in place as necessary to ensure pupil safety.

24. Reporting Defects

Hazards should be reported as soon as possible. For a serious H&S concern (dangerous or life threatening) inform the Headteacher and/or School Business Manager in person immediately. Interim measures will be taken pending rectification. The School Business Manager and the Premises Manager will act on the instructions authorised by the Headteacher and arrange the appropriate remedial works. For any other H&S concern, please email details to the "Site@westfield.surry.sch.uk" email address. This is reviewed by the Premise Manager and School Business Manager.

25. Risk Assessments

The Headteacher is responsible for ensuring Risk Assessments are undertaken. There are arrangements in place for periodic review of Risk Assessments.

Where staff have health issues, the Headteacher, with guidance from Occupational Health and the school's Personnel Consultant will undertake any appropriate Risk Assessments.

26. School Trips/ Off-Site Activities

When planning a school trip, the date, venue, composition of the group, parental authorisation, supervisory requirements, costs and payees have to be identified. All Off-Site activities should have the approval of the Headteacher. Off-site activities that take place in a high risk area, or involve a hazardous pursuit, or involve an overnight stay, or involve a journey by sea or air should have the prior approval of the Local Advisory Committee. Teachers leading out of school activities should complete necessary risk assessments and pass to the External Visits Coordinator (EVC) for approval. The EVC organises emergency arrangements and ensures that there is a duty officer for each visit. The EVC also ensures that the party staff understands how to contact the duty officer and other emergency contacts and that portable first aid kits are available to party groups taking part in off-site activities. These kits are checked regularly by the school administrative assistants. For more information please refer to the Educational Visits Policy.

27. School Transport

The school does not own a minibus and currently has no persons identified as competent to drive a minibus. Hired coaches are used to transport pupils on school trips during the day and parent consent must be obtained in all instances.

Any member of staff who drives their own vehicle to a training course must ensure their insurance covers them for business usage.

28. Site Security/ Access Control

All doors and gates are access controlled via access codes or electronic security access fobs. All visitors have to buzz main reception to gain access to the site and cannot access any areas where children are present without passing through the main school office and being required to sign in as a visitor. Only visitors who are appropriately DBS checked will be allowed to enter the school building and move around the school unaccompanied. The school has different coloured lanyards to allow staff to identify easily whether visitors have a DBS check or not. All staff are expected to question anybody they see on site without a 'blue' (DBS checked) lanyard and raise the alarm with the school office/SLT as necessary.

The school has an intruder alarm system, which is monitored out of hours by Custodian and who contact Knight Security, key holding company to attend and check the premises in the event of any alarm activations. In the event of a confirmed intrusion (multiple alarm activations), the monitoring company will also call the police directly.

The school also has CCTVs located at strategic points around the school premises.

29. Smoking

The school operates a strict no smoking policy.

30. Staff Consultation

See part 2 above. Line Managers/Head Teacher/Senior Staff ensure that the staff are properly consulted on any matters that may affect their health, safety or welfare whilst at work.

31. Staff Health & Safety Training and Development

A copy of the School's Health, Safety & Welfare Policy is available on the staff drive. Line managers ensure that all new transferred and temporary staff receive appropriate H&S induction training. They also identify the H&S training needs of current staff and inform the Headteacher accordingly.

32. Staff Well-being / Stress / Occupational Health

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors. The school buys back into the Employee Assistance Programme offered through Strictly Education 4S HR, which provides 24-hour support for all employees and family members. Staff should also refer to the school's Wellbeing and Positive Mental

Health Policy and associated strategy, which illustrates how the school supports staff well-being and mental health. Should staff absences cause the trigger point to be exceeded, then a referral to Occupational Health may be made to support the member of staff. Should other personal or work issues cause concern then a referral to Occupational Health may be made to support the member of staff.

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

Pupils must be supervised at all times by at least one member of the authorised teaching personnel during curriculum time. Pupils are not allowed into the classroom at lunch breaks and break times in the absence of a member of school staff. All staff are required to undergo a Disclosure Barring Service (DBS) check prior to the start of their employment.

34. Swimming Pool – Not applicable

35. Use of VDU's / Display Screens

The Health and Safety (Display Screen Equipment Regulations) 1992 require employers to assess computer workstations in order to reduce health & safety risks associated with the use of display screen equipment. The school looks at the whole workstation including equipment, furniture and the work environment. Where risks are identified, the school takes steps to reduce them so far as is reasonably practicable. Eye tests are provided and paid for on request. Spectacles are provided if special ones are needed.

36. Vehicles on Site

The school has electronic security gates at the front of the staff car park, which restrict vehicle access to the school grounds. Staff are provided with the access code to open these electronic gates. Access by other vehicles, such as delivery vehicles or visitors, is controlled by the staff in the main office via the intercom system at the barrier entrance and CCTV. There is fencing and gates, which prevents pupil access to the staff car park.

37. Violence to Staff / School Security

Verbal or physical violence are reported to the line managers or members of the Senior Management team for further action. Posters in the main reception area, the Headteacher's office and other meeting rooms alert visitors to the message that abusive, threatening or violent behaviour will not be tolerated in this school. Visitors behaving in this way are likely to be removed from these premises and prosecuted

All staff members wear staff ID badges with their photo on and 'Westfield' lanyards. All visitors have to sign in & out at the main reception desk and access from the main reception to other parts of the school is controlled by security doors. These doors can only be opened by electronic key fobs or a button inside the school office. Each electronic key fob is allocated to a specific person and in the event of it being lost, can be cancelled to prevent access. There is a barrier fence and gates with digital locks preventing unauthorised pedestrian and vehicle access to the school grounds and the whole site is enclosed by security fencing. There are CCTV cameras (30 days recording) around the whole school site and all images are displayed on a screen in the main school office for monitoring.

38. Working at Height

A place is at height if a person could be injured falling from it, even if it is at or below ground level. 'Work' includes moving around at a place of work but not travel to or from a place of work. Examples of staff potentially working at height in schools are staff using stepladders or other access equipment to put up displays or retrieve resources from a higher level or the Premises Manager using ladders to decorate areas around the school or carry out premises maintenance tasks.

Suitable access equipment is available to use by staff and staff have been instructed not to carry out work at height unless using approved equipment and they feel safe and competent to do so. The Health and Safety Executive (HSE) Working at Height Guidance publication, detailing the extent of the regulations and the legal expectations is available to staff for information and guidance. Two further HSE documents explaining how and when to use ladders and steps safely are also available.

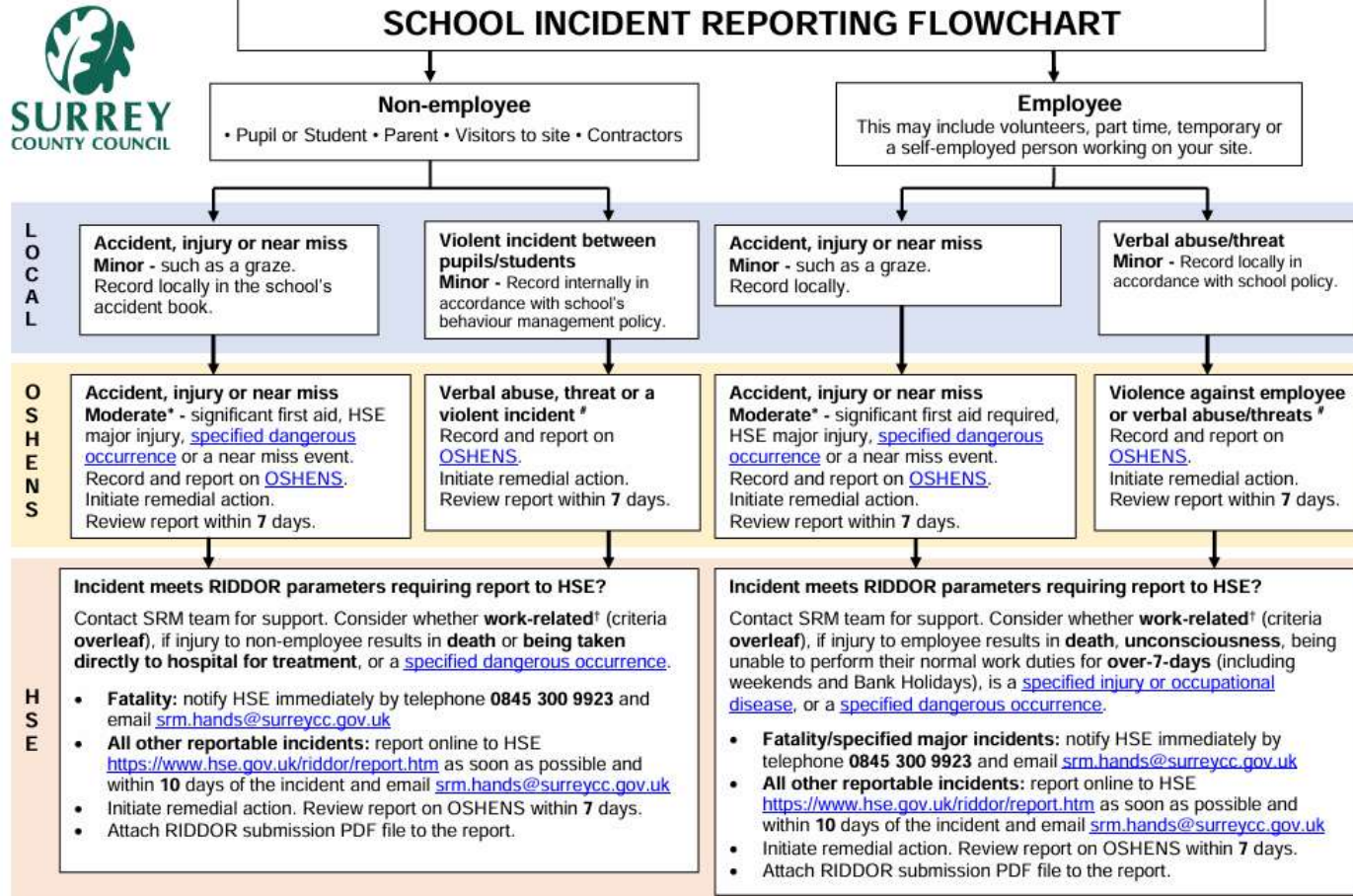
39. Work Experience

The Deputy Headteacher, Mrs Francesca McPhee, is responsible for work placements, including arranging induction and supervision of students on work experience/work placements.

20. Monitoring

This policy will be reviewed by the School Business Manager annually. At every review, the policy will be approved by the Headteacher and the LAC.

Appendix: Surrey County Council School Incident Reporting Flowchart (v5.1 Aug 24)



Reporting and reviewing incidents on OSHENS is **mandatory** for all maintained schools for whom Surrey County Council is the Employer or Insurer. For further support and advice please email the SRM team: srm.hands@surreycc.gov.uk. For urgent support call: 07973 879042 or 07800 512475.

SRM Health and Safety Team v5.1 (Aug24)

What should I report on OSHENS?

- Accidents that cause **injury, ill health or damage** to anyone in school (except very minor injuries such as grazes which should be recorded locally).
- * **Violence, verbal abuse, or threats** – a report should be made if a person has been physically assaulted, including an employee in circumstances relating to their work or incidents of verbal abuse where it has a significant impact on them or where they feel threatened.
- **Near miss** – an event that could have potentially resulted in a moderate injury. Reporting provides valuable insight to help prevent future incidents.
- Specified [dangerous occurrences](#) – HSE definitions cover certain incidents with a high potential to cause death or serious injury.

Please carefully select your school using the drop-down boxes when making your report. OSHENS will prompt you to record the information needed. It is good practice to record adequate detail about the incident circumstances, including any causal factors identified which could assist the Responsible Person in determining if an incident is 'work-related' or 'arises out of or is in connection with work' – see below. Employee absences i.e. where an employee is unable to conduct their normal work duties should be recorded in OSHENS using the 'Lost Time' tab and closed upon their return to work.

† When are incidents reportable to Health and Safety Executive (HSE) under RIDDOR?

<p>Incidents where a Pupil or Student is taken directly to hospital for treatment are reportable to HSE where the accident 'arises out of or is in connection with work' i.e. if the responsible person at the school considers it was caused by any of the following:</p> <ul style="list-style-type: none">▶ failure in the way a work activity was organized (e.g. inadequate supervision of a field trip);▶ the way equipment or substances were used (e.g. lifts, machinery, experiments etc.);▶ the condition of the premises (e.g. poorly maintained or slippery floors). <p>Note that most playground accidents due to collisions, slips, trips and falls are not normally reportable to HSE. See EDIS1 Section 2.</p>	<p>Incidents involving the death of any person, a non-employee taken directly to hospital for treatment, specified dangerous occurrences, or specified diseases/injuries to employees (including accidents which prevent an injured employee from continuing their normal work for more than seven consecutive days, not counting the day of the accident but including weekends and other rest days) are reportable to HSE where the accident is 'work-related' i.e. if any of the following played a role:</p> <ul style="list-style-type: none">▶ how the work was carried out, including how the work was organised, supervised or performed by an employer or any of their employees, or self-employed person▶ any machinery, plant, substances or equipment used in connection with the workplace or work processes▶ the condition of the workplace where the accident happened, including:<ul style="list-style-type: none">▶ the state of the structure or fabric of a building or outside area forming part of the workplace▶ the state and design of floors, paving, stairs, lighting etc. <p>For more information, full list of specified diseases/injuries and guidance on incidents involving physical violence see HSE's key definitions and EDIS1 Section 1.</p>
---	--

If you consider a RIDDOR report may be required, please contact the SRM Health and Safety Team for support and advice. RIDDOR reports should be submitted as soon as possible and within **10** days of the incident. The key exception is in the case of an over-7-day incapacitation of an employee which, if identified as reportable to HSE as above, must be submitted within **15** days.

Notes and Links

* **Moderate injuries:** involving children/young people are those where significant first aid is provided; so, sprains, strains, head bumps, fractures, serious cuts. Moderate injuries involving employees are any (apart from minor injuries) that require significant first aid.

Head injury: in children and young people – advice for parents and carers can be found in the NHS leaflet '[Head Injury Advice Sheet](#)'.

RIDDOR: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013: <https://www.hse.gov.uk/riddor/index.htm>

HSE's EDIS1: Guidance on incident reporting in schools (accidents, diseases and dangerous occurrences): www.hse.gov.uk/pubns/edis1.pdf

Ofsted-Registered nurseries and other daycare: Guidance on [significant events](#) affecting childcare.

OSHENS: <https://surreycc.oshens.com/>

Adult (over 18 years old) accident records need to be kept for at least three years. Pupil accident records need to be kept for three years from their 18th birthday.

SRM Health and Safety Team v5.1 (Aug24)