

WESTFIELD PRIMARY SCHOOL

Health, Safety & Welfare Policy

10th February 2023

Review Date: February 2024

Policy Written By: Kate Cox



WESTFIELD PRIMARY SCHOOL

Health, Safety & Welfare Policy & Arrangements

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

(3) ...it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.

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

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

- First Aid Policy
- Accessibility Plan
- Access Audit Checklist

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

1. 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 & 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 require same of persons that they supervise and take responsibility for.

2. The Local Advisory Committee & Headteacher will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure compliance 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

3. 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 procedures.

(Signature)

(Signature)

Alexandra Cooke
Chair of Local Advisory Committee

Karyn Hing
Headteacher

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

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

1. The Local Advisory Committee

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

1.1 Include health and safety targets in the School Development Plan. Targets may include:

- Provision of facility for health and safety purposes;
- Reductions in accidents/incidents;
- Training for Local Advisory Committee members or staff, and
- Revision of policy/procedure.

1.2 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.

1.3 Ensure that H&S is an agenda item on Local Advisory Committee termly meetings, and receive a termly H&S report from the Headteacher 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.

1.4 Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.

2. 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. The Headteacher will advise SCC/Local Advisory Committee of any H&S issue where their support or intervention, via either system or finance, is necessary & appropriate in order to effect the requirements of this policy. In particular, the Headteacher will ensure that:

- 2.1 The contents of this policy are brought to the attention of all relevant persons.
- 2.2 A process for risk assessments is applied within the school, and that:
- All appropriate areas/activities are covered;
 - Appropriate control measures are implemented; and that
 - Assessment are monitored and reviewed as necessary.
- 2.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- 2.4 Appropriate staffing levels for safe supervision are in place.
- 2.5 An adequate schedule of inspection & maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
- The fabric of the building.
 - Play equipment.
 - Fire appliances.
 - Boiler/heating systems.
 - Portable electrical appliances.
 - Water systems.
 - First Aid/medical facility and equipment.
 - Premises staff equipment.
 - Curriculum specific e.g. gymnasia
- 2.6 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 (Reese Kirk, Premises Manager who feeds back to Kate Cox, School Business Manager)
 - Lifting and Handling
 - Working at heights,

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

- 2.7 Adequate and easily retrievable health and safety training records are available and up to date.
- 2.8 The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- 2.9 A termly H&S report is provided to the Local Advisory Committee.
- 2.10 A school's Educational Visits Co-ordinator is appointed and trained accordingly (Francesca McPhee, Deputy Head).
- 2.11 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.12 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.13 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- 2.14 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.

3. Senior Leadership Team

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

4. 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:

- 4.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment, and monitored and reviewed accordingly.
- 4.2 All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the school's procedure.
- 4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- 4.4 Any equipment/appliance that has been identified as being unsafe is removed from service.
- 4.5 H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report provided to the Headteacher where necessary.
- 4.6 The H&S training needs of staff are identified and the Headteacher informed accordingly.
- 4.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- 4.8 New transferred and temporary staff receive appropriate H&S induction training.
- 4.9 First aid provision is adequate.
- 4.10 Pupils are given relevant H&S information and instruction.

5. Teaching Staff (including supply)

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

- 5.1 Effective and appropriate supervision of the pupils that they are supervising.
- 5.2 That appropriate safety instructions are given to all pupils prior to commencing practical sessions.

- 5.3 That they are conversant with the school's H&S policy and any arrangements specific to their own department.
- 5.4 They know the emergency procedures.
- 5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- 5.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.
- 5.7 That they report any defective equipment to the relevant person.
- 5.8 All accidents and incidents are reported and reviewed or investigated.

6. Premises Manager

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

- 6.1 The removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe.
- 6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- 6.3 That periodic 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 may be carried out with others such as local advisory committee members, etc.)
- 6.4 That persons they supervise only undertake work for which they are competent.
- 6.5 That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.6 That all staff work in accordance with safe working practices issued by the school, the County Council etc.

7. Health & Safety Coordinator

The nominated Health & Safety Leader (Reese Kirk, Premises Manager) carries out H&S functions and maintains an overview of the H&S organisation and management of the school, and reports to the Headteacher and School Business Manager accordingly. Specific functions of the H&S Coordinator may include:

- 7.1 Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary.
- 7.2 Supporting the school's Risk Assessment/Risk Management process and advising the Headteacher and School Business Manager of any deficiencies.
- 7.3 Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- 7.4 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 7.5 Advising the Headteacher and School Business Manager of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- 7.6 Arranging for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe.
- 7.7 Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- 7.8 Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- 7.9 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- 7.10 Ensuring that all Senior Leaders are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

8. All Employees (including temporary & volunteers)

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

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:

- 8.1 Participate in the school's risk assessment process and comply with findings.
- 8.2 Report any defects in the condition of the premises or equipment of which they become aware.
- 8.3 Report all accidents/incidents in accordance with the school's procedure.

- 8.4 Be familiar with the procedure to be followed in the event of a fire/emergency.
- 8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- 8.6 To follow all relevant codes of safe working practice and local rules.
- 8.7 To report any unsafe working practices to their Line Manager.

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

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

1. Access Control/Security

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 Southern Monitoring 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.

2. 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.

For more serious accidents/incidents (including any which results in the injured person being taken to a medical facility for treatment), the school completes a report on the SCC on-line accident/incident reporting system (OSHENS)

<https://surreycc.oshens.com/Login/default.aspx>

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.

3. Asbestos

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

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

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

4. 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) is to be carried out via a "Work Permit" arrangement.

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

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 risk assessments prior to commencing hazardous activities, which should be passed to the Headteacher for review. Teaching staff must refer to any Health & Safety publications or curriculum policies adopted by the school, which staff must be familiar with e.g. 'Safe Practice in Physical Education and School Sport' for PE and teaching staff/coaches/volunteers, etc. must be suitably qualified to teach activities.

Teachers leading out of school activities should complete necessary risk assessments and pass to the External Visits Coordinator (EVC) for approval (for more information please refer to the Educational Visits Policy).

6. Drugs & Medications

All administration of prescribed medicine must be handed in to the school office. Teachers have been instructed not to make arrangements with the parents/carers directly. If it is absolutely necessary to administer prescribed medicine during the day, then the school requires parents to complete a consent form, which must then be handed to a member of the office staff, along with the prescribed medicine.

A record of any medication administered is detailed on reverse of the 'Pupil Medication Request' form. For further details, please refer to the school's 'Supporting Pupil's with Medical Needs' policy.

7. 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 immediately. 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.

8. Fire Precautions & Procedures (and other emergencies)

The fire alarm system is routinely tested every week and inspected/maintained every four months. Fire safety equipment such as fire extinguishers and emergency lighting are inspected annually. Fire exits and details of escape

routes are located around the school and all staff are aware of the assembly points.

A fire drill is completed termly and as part of the fire evacuation, during which the Headteacher, Deputy Headteacher and School Business Manager (or, in the event of their absence, a member of the administrative team) sweep the building. A log of all fire drills is maintained by the school.

All staff complete annual fire training.

9. First Aid

All staff are trained in basic first aid skills and their training is updated every three years. The school 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 library during lunchtime. Smaller first aid kits and medical bags containing the pupil's inhalers, etc. are kept in classrooms. The school office are responsible for maintaining first aid supplies and monitoring first aid boxes.

All first aid treatment is recorded and parents advised via the accident/illness report, which is sent home with the child, and a copy retained in school.

10. Glass & Glazing

All glass panels and doors are safety glass and any replacement glass installed on the school premises should meet the safety standards under regulation 14 of the Workplace regulations 1992 (Health, Safety & 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. Health and Safety Advice

The school's Health & Safety Coordinator is Reese Kirk, Premises Manager.

The school also buys back into the Silver Level Health & Safety Strategic Risk Management SLA Package from Surrey CC.

13. Housekeeping, Cleaning & Waste disposal

The premises are cleaned daily by a cleaning contractor. Litter bins are distributed around the grounds of the school and are emptied regularly by the Premises Manager. Waste bins are emptied on a daily basis by the cleaners.

Where cleaning (wet floor) takes place, hazard cones or lightweight floor signs are used.

Fallen leaves in autumn (when it is wet) will be cleared regularly by the Grounds Maintenance contractors and Premises Manager to reduce the risk of slips. During the winter season, 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.

14. Handling & Lifting

Manual handling activities are mainly carried out by the Premises 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

15. Infectious Diseases

The School follows the national guidance produced by Public Health England. Any concerns are referred to the local Health Protection Teams.

<https://www.gov.uk/government/organisations/public-health-england>

We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

Cleaning of the environment

- Clean the environment frequently and thoroughly

For further details, please refer to the school's 'Infection Control Policy'. Please note that detailed COVID-19 principles of infection control are recorded in the school's Coronavirus Risk Assessment.

16. Jewellery

Pupils are only allowed to wear a single pair of studs, which must be removed for PE.

17. Lettings & Shared Use of Premises

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 three-year lease (commencing Dec 2020) 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.

18. 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.

19. Long Term Evacuation Plan

The school has drawn up an Emergency Plan, which is circulated to all relevant staff and members of the Local Advisory Committee. 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.

20. Maintenance and 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

21. Monitoring the Policy

The Local Advisory Committee of the school monitors the implementation of the H&S policy (see Part 2 of the Health & Safety Policy for organisation and responsibilities). The Premises Manager and Local Advisory Committee member for H&S carry out termly H&S walkabouts, and a termly H&S report is prepared for the Local Advisory Committee.

22. Personal Protective Equipment (PPE)

PPE is defined as 'all equipment which is intended to be worn or held by a person at work and which protects him or her against one or more risks to his or her health or safety'. PPE is only used as a last resort when exposure to a risk cannot be minimised in another way, or in conjunction with other control measures as a final barrier between the worker and the hazard. The Regulations also require that PPE:

- is properly assessed before use to ensure it is suitable
- is maintained and stored properly
- is provided with instructions on how to use it safely
- is used correctly by employees.

23. Playground Safety

When deciding the appropriate pupil/staff ratios, the school considers the ability of supervisors to:

- maintain visual contact with all parts of the designated play space where pupils may gather or visit individually
- witness and respond to pupils leaving the designated play space without permission
- respond to a foreseeable incident, at the same time as ensuring that the aspects 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 to the Headteacher or member of the Senior Leadership Team. 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.

25. Risk Assessments

The Headteacher is responsible for ensuring Risk Assessments are undertaken.

Staff who are pregnant should make the Headteacher aware so they can complete the Risk Assessment for New & Expectant Mothers together. 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 must be identified. All off-site activities should have the approval of the Headteacher. Off-site activities that take place in a high-risk area, involve a hazardous pursuit, involve an overnight stay, or involve a journey by sea or air should have the prior approval of the Local Advisory Committee. Risk assessments must be completed for each visit. It is one of the functions of the Educational Visits Co-ordinator (EVC) to ensure risk assessments are carried out as appropriate. The EVC further organises emergency arrangements and ensures that there is a duty officer for each visit. The EVC also ensures that the party staff understand 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.

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. Smoking

The school operates a strict no smoking policy.

29. Staff Consultation

See part 2 of the Health & Safety Policy, Organisation and Responsibilities for Health, Safety and Welfare. Line Managers, Head Teacher and Senior Staff ensure that staff are properly consulted on any matters that may affect their health, safety or welfare whilst at work.

30. Staff Health & Safety Training and Development

A copy of the School's Health and Safety Policy is available on the staff drive. Line managers ensure that all new staff receive appropriate H&S induction training. Line managers are also responsible for identifying any H&S training needs of current staff and informing the Headteacher accordingly.

31. Staff Well-being/Stress

Occupational 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.

Employee Assistance Programme

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 'Well-Being and Positive Mental Health Policy' and associated strategy, which illustrates how the school supports staff well-being and mental health.

Pregnancy/Maternity

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-and-baby/>). This link provides bespoke pages with relevant information to support pregnancy & pregnancy at work.

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

Pupils must be supervised at all times by at least one member of staff. 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.

33. 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.

34. 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.

35. Violence to Staff/School Security

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. 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.

36. 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

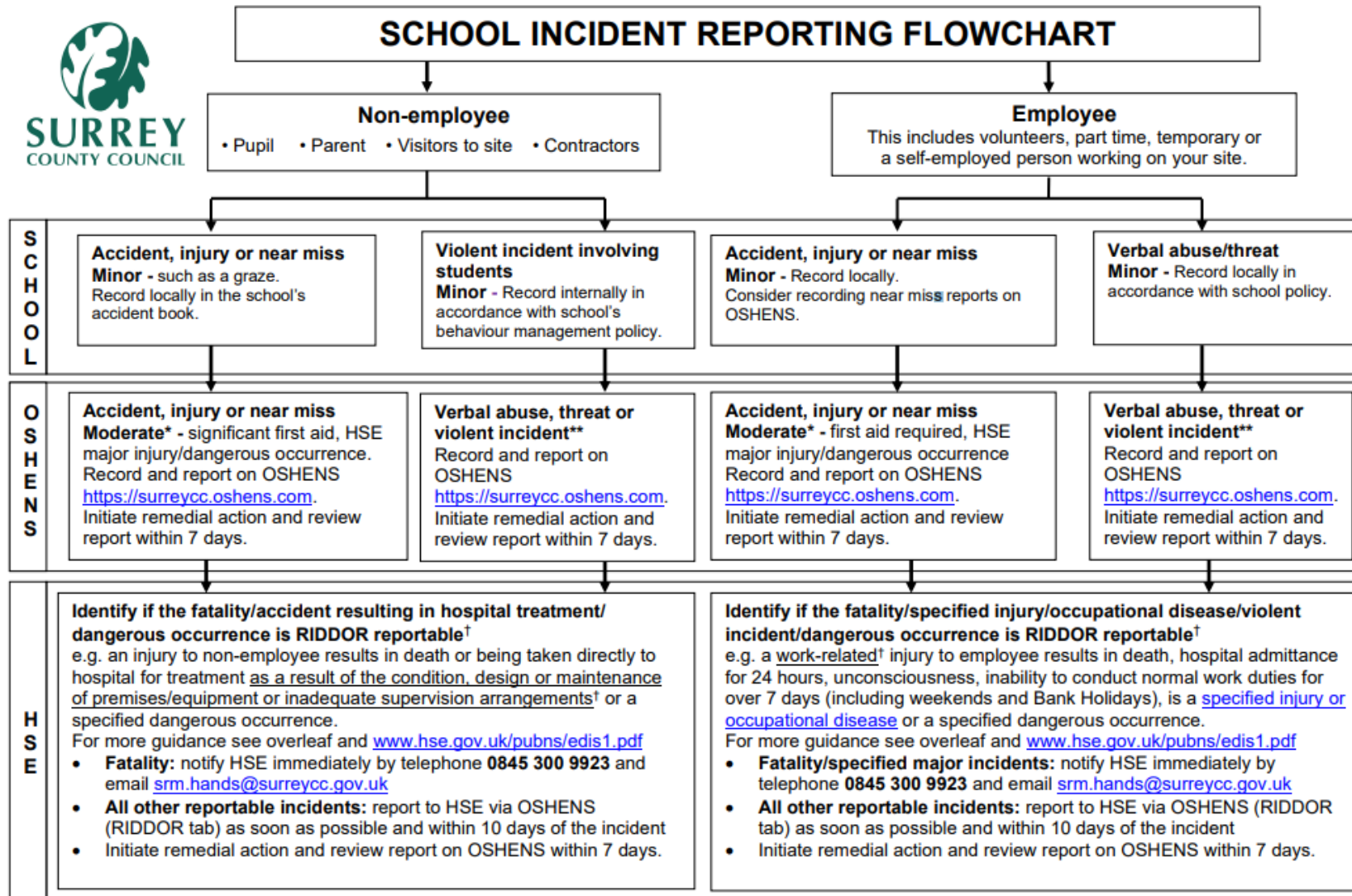
height in schools are staff using stepladders or other access equipment to put up displays or retrieve resources from a higher level or the Premises Manager using ladders to decorate areas around the school or carry out premises maintenance tasks. Suitable access equipment is available to use by staff 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

37. 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.

Appendix: Surrey County Council School Incident Reporting Flowchart (v4 Dec 2021)

(checked in Feb 2023 and confirmed as still the most up to date version)



The reporting and reviewing of incidents through OSHENS is mandatory for all maintained schools for whom Surrey County Council is the employer or insurer.

For further assistance please email srm.hands@surreycc.gov.uk. In the event of an emergency please call 07800 512475 or 07794 252381.

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.
- Specified 'dangerous occurrences' and near miss incidents that could have resulted in a significant injury.
- Incidents of severe abuse, threats to staff and physical assault.

Please take care to select the precise name of your school using the drop-down boxes when entering your report. OSHENS will prompt you to record the information needed including the date, time and place of the event; personal/injury details of those involved; and a brief description of the nature of the event. It is good practice to record adequate details about the incident circumstances, including any causal factors identified which could assist the Responsible Person in determining if an incident 'arises out of or is in connection with work' or is 'work-related' – 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?

† Incidents involving the death of any person, a non-employee being taken directly to hospital for treatment, specified diseases/injuries to employees (including accidents which prevent the injured employee from continuing their normal work for more than seven days, not counting the day of the accident but including weekends and other rest days) or specified dangerous occurrences are reportable to HSE only where the following apply:

<p>Non-employees – 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 (eg inadequate supervision of a field trip);• the way equipment or substances were used (eg machinery, experiments etc);• the condition of the premises (eg 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 www.hse.gov.uk/pubns/edis1.pdf Section 2.</p>	<p>Employees – where the accident is 'work-related' i.e. if any of the following played a significant role:</p> <ul style="list-style-type: none">• the way the work was carried out;• any machinery, plant, substances or equipment used for the work;• the condition of the site or premises where the accident happened. <p>For more information, including incidents involving physical violence, see www.hse.gov.uk/pubns/edis1.pdf Section 1.</p>
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If you consider a RIDDOR report may be required, please do contact the Strategic Risk Management 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-seven-day incapacitation of an employee which, if identified as reportable to HSE as above, must be submitted within 15 days.

Definitions

- * **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 first aid
- ** **Verbal abuse** – employees should report incidents of verbal abuse where it has a significant impact on them and where they feel threatened.
- *** Head injury in children and young people – advice for parents and carers can be found in the NHS leaflet 'Head Injury Advice Sheet' available here: [CS45385 NHS Head Injury Advice Sheet \(what0-18.nhs.uk\)](http://CS45385.NHS.Head.Injury.Advice.Sheet(what0-18.nhs.uk))

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

Retention of records

- 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.