



Health and Safety

Responsible staff member: Claire Sutton

Governor lead: Jose Garcia

Reviewed: December 2023

Board approval date: N/A

Policy type: Health and Safety

Implementation date: December 2023

Publication: Guildford Grove Primary School

Review cycle: Annually

Next review date: December 2024



Health & Safety Policy

School Arrangements

Accountable Trust Committee	Local Governing Bodies (School Arrangements) Audit (H&S Policy Statement)
Policy Area	Risk
Responsible Officer	Estates Manager
Status	Trust Template Proposed
Policy Rationale	Statutory
Categorisation	School-Mandatory
Implementation Date	Immediate
Publication	School Website [Trust Decision]
Review Cycle	Annually
Next Review Date	Autumn 2024

Related Documents

Trust/school-mandatory policies

Finance & Procurement Policy
Health & Safety Policy Statement
School Behaviour Policy – School Arrangements
School First Aid Policy
School Medical Conditions Policy

School-mandatory documents

Accident and Incident Reporting Form (Book/Log)
Asbestos Register incl Asbestos Management Plan
Emergency Plan incl Emergency Evacuation Procedures
Fire Evacuation Procedures
Health and Safety Walkaround
Health & Safety Training Log
Inspection evidence (asbestos, legionella testing, fire extinguishers, portable appliance, fixed wire testing, fire risk assessment, fire alarm inspection and testing, playground equipment, gas safety certificate)
Risk Assessments
Visitors Safeguarding Process

Optional school policies

Supporting Pupils with Medical Conditions Policy
Educational Visits Policy
First Aid Policy
Lettings Policy
Lone Working Policy

External

Health & Safety at Work Act
Management of Health and Safety at Work Regulations
RIDDOR Reporting
SCC Evolve system reporting

Document Control

Date	Version	Comments																								
08/06/21	Template	Policy template																								
	0.1 TEMPLATE	Developed by policy owner																								
	0.2 TEMPLATE	Consistency checks and template formatting																								
		<table border="1"> <thead> <tr> <th>Type</th> <th>Section</th> <th>Change</th> </tr> </thead> <tbody> <tr> <td></td> <td>Cover</td> <td>Referenced policies/documents throughout on front cover</td> </tr> <tr> <td></td> <td>3.13</td> <td>Asbestos register must be signed by staff/contractors</td> </tr> <tr> <td></td> <td>3.18b</td> <td>Reference breakfast and after school catering</td> </tr> <tr> <td></td> <td>3.18b</td> <td>Add L2 training access</td> </tr> <tr> <td></td> <td>3.19</td> <td>Outdoor play equipment daily inspection</td> </tr> <tr> <td></td> <td>5</td> <td>Removed necessity to repeat COVID-19 arrangements</td> </tr> <tr> <td></td> <td>3.28</td> <td>Infectious disease exclusions PHE weblink referenced</td> </tr> </tbody> </table>	Type	Section	Change		Cover	Referenced policies/documents throughout on front cover		3.13	Asbestos register must be signed by staff/contractors		3.18b	Reference breakfast and after school catering		3.18b	Add L2 training access		3.19	Outdoor play equipment daily inspection		5	Removed necessity to repeat COVID-19 arrangements		3.28	Infectious disease exclusions PHE weblink referenced
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	0.3 TEMPLATE	Publish to Focus Group																								
20/09/21	0.4 TEMPLATE	Focus group and trustee feedback incorporated: - Update language for primary and/or secondary settings, section 3.7, 3.19, 3.26 - COVID measures that were in strikethrough font, are now removed																								
21/09/21	1.0 TEMPLATE	<p>Template ready for issue to schools</p> <p>This document is a template to be adapted, approved and implemented at school level. The Estates Manager will be able to offer advice and support to schools in adapting this template to local needs.</p> <p>Instructions for Schools:</p> <ol style="list-style-type: none"> 1. Insert Logo and Name of School. 2. Replace name of school in opening paragraph 3. Update yellow highlighted text as appropriate – requires action by each school 4. Submit to your Local Governing Body for LGB approval. 5. Remove watermark, document control items (herein) prior to being published and update status on first page as 'Approved – DD-MMM-YY' 6. Save the file as pdf and publish the pdf on your school website. 																								
28/04/22	1.1 TEMPLATE	Update to infectious diseases re COVID-19																								

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Key Contacts

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	CEO	jmayhew@learningpartners.org
Trust Estates Manager		ddagleish@learningpartners.org
	School	01483 504713
	Headteacher	head@guildfordgrove.surrey.sch.uk
	Chair of Governors	chair@guildfordgrove.surrey.sch.uk
	Site Manager	tcarroll@learningpartners.org
Health & Safety Coordinator		admin@guildfordgrove.surrey.sch.uk

Please note this list may be updated by the responsible officer when change arises in the organisation, without the need for committee meeting review/approval.

1 Introduction / Policy Statement

The Trust has set a Health and Safety Policy Statement that applies to all schools. 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.

For Guildford Grove Primary School this document:

- Identifies key individuals with responsibility for Health and Safety in the school
- Explains how and to whom incidents or concerns relating to H&S should be reported
- Outlines the H&S operational arrangements that will be implemented onsite

The arrangements outlined in this policy will, as a minimum, meet the standards and requirements listed in the trust Health and Safety Policy Statement.

The headings for the H&S arrangements are defined by the trust Health and Safety Policy. Due to the context of individual schools, it may be appropriate for entire headings to be marked as 'not applicable'.

This document defines H&S arrangements within the school and applies to all staff, pupils, governors, hirers, visitors and contractors.

The primary aim of the trust Health and Safety Policy Statement and school Health and Safety Policy Arrangements is to ensure that all staff, pupils and visitors in our schools are kept safe. We do not seek to implement a 'blame culture' and encourage the reporting of all health and safety incidents and concerns without fear of consequences.

Where isolated incidents have arisen from genuine and reasonable mistakes or accidents and are appropriately reported, disciplinary action will not be taken. Where incidents are the result of deliberate, reckless, or negligent acts, are repeated, or are not reported, disciplinary action may be considered.

2 Key Personnel

The Headteacher is ultimately responsible for H&S within the school.

While this ultimate responsibility cannot be delegated, the Headteacher has chosen to delegate specific responsibilities as follows:

Role	Named Person	Contact Number	E-mail
Headteacher	Rona Mackie	01483 504713	head@guildfordgrove.surrey.sch.uk
Deputy Headteachers	Lucy Ryder Kim Sheik	01483 504713	lucyryder@guildfordgrove.surrey.sch.uk kimsheik@guildfordgrove.surrey.sch.uk
Governor for Health & Safety	Jose Garcia		jgarcia@stjohnsknaphill.co.uk
Health & Safety Coordinator	Claire Sutton	01483 504713	admin@guildfordgrove.surrey.sch.uk
Site Manager (Premises Lead)	Tom Carroll	07910 238149	tcarroll@learningpartners.org
Premises Staff	Dale Peacock	07535 089211	caretaker@guildfordgrove.surrey.sch.uk
Educational Visits Coordinator	Tamsyn Blinston	01483 504713	tamsynblinston@guildfordgrove.surrey.sch.uk
Gas Safety	Adgas	01483 789900	adgas@email.com
Legionella Risk Assessment Safety water checks	Tom Carroll	07910 238149	tcarroll@learningpartners.org
COSHH Assessments	Tom Carroll	07910 238149	tcarroll@learningpartners.org
Accident Reporting	Claire Sutton	01483 504713	admin@guildfordgrove.surrey.sch.uk
Parent Notification in the event of an Accident	Rona Mackie	01483 504713	head@guildfordgrove.surrey.sch.uk
Health & Safety Trust member- Estates manager	Douglas Dalgliesh	01483 888188	ddalgliesh@learningpartners.org
Lead First Aider	Jo Johnson	01483 504713	jojohnson@guildfordgrove.surrey.sch.uk

3 Arrangements

3.1 Risk Assessments

The following arrangements have either been established through risk assessment at school level (or are based on national standards), and may be supplemented by additional policies and documentation at a departmental level. They are intended to mitigate risks to an acceptable level.

The school maintains a comprehensive set of risk assessments that cover curriculum-based activities in school; school visits and the running of the school building and grounds. These are stored on the school network and are available for staff to inspect and refer to as necessary.

The school ensures that staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments.

All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place).

3.2 Accident and Incident Reporting

All accidents to pupils, staff and visitors that require minor first aid are to be reported to the school office to be recorded in the school's accident book. Accidents involving nursery and reception pupils are recorded on an individual sheet which is signed by the parent/carer and given to the school office.

Any minor incidents taking place during the lunch break are noted on a form which is given to the child to take back to class and then home. Lunchtime staff also record the incident in a book.

In the case of head bumps, however minor, the school office call the parent/carer to notify them of the incident.

Any incidents resulting in injury are recorded on OSHENS.

The H&S Coordinator will review the details and any corrective actions recommended. In addition, any reportable incident which falls under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will immediately be notified to the trust and entered onto the relevant incident reporting system. Reportable incidents include any fatality, any major injury, which is a break/fracture of any bone with the exception of a toe or finger and any injury where the pupil is taken direct from site to hospital, whether by ambulance, member of staff or relative.

3.3 Near Miss Incidents

For any near miss incident, which is an incident with the potential to have caused serious injury to a person or significant damage to property, an accident/incident form is to be completed. The form will be sent to the H&S Coordinator who will then decide if it needs to be forwarded to the Trust and any other authority. This will be the case for any major structural collapse, any explosion or any fire which causes the closure of a room or more.

3.4 Behaviour Incidents

These include violence, bullying and harassment and are to be recorded by the member of staff dealing with the incident by using the standard reporting mechanism described in the school's Behaviour Policy.

3.5 Health and Safety Monitoring and Inspections

The school will proactively inspect its facilities to ensure that they are safe for use and will monitor compliance with this policy.

The Site Manager is responsible for arranging the following routine building inspections as necessary:

- Asbestos monitoring
- Legionella testing
- Fire extinguisher inspection
- Portable appliance and fixed wire testing
- Fire risk assessment
- Fire alarm inspection and testing
- Playground and gym equipment inspection

Subject Leads and Class Teachers are responsible for the inspection of any specialist equipment used within their department (e.g. sports equipment, scientific apparatus etc).

Regardless of the measures listed above, all staff remain responsible for checking the safety of work areas, equipment, and procedures before, during and after activities. Staff must report and, where necessary, record actions and problems relevant to this policy.

Accident / incident reports will be monitored by the H&S Coordinator and reviewed with the staff involved in order to identify potential lessons to be learned, training needs etc. The H&S Coordinator will periodically present a summary of accidents and lessons learned to the relevant LGB Committee. This will also be reported to the trust through termly reporting arrangements.

In order to promote a culture of proactivity and constructive challenge, a regular 'health and safety walkaround' will be carried out – typically this will be attended by the Site Manager or Health and Safety Co-ordinator, the caretaker and the nominated Governor for Health and Safety. Queries and actions arising from this walk around should be documented and available for viewing by relevant LGB Committee. A copy should also be sent to the trust Estates Manager.

3.6 Fire Evacuation and other Emergency Arrangements

Full details of emergency evacuation procedures are included in the School Emergency Plan (Appendix 1).

When the fire alarm is activated (which includes strobe alarms installed in the Lighthouse and around the school for hearing-impaired individuals), evacuation will proceed to the assembly point in the following manner:

Pupils will immediately leave what they are doing and line up in a quiet and orderly manner. Staff will lead the children out onto the playground, checking the toilets and unoccupied rooms before leaving the building.

Admin staff in the school office will pick up the emergency grab bag and an iPad to check for staff, visitors and volunteers on site, and will move to the assembly point.

The Caretaker/Premises Manager will investigate the cause of the alarm (ensuring that they do not risk their own safety) and will arrange for the emergency services to be contacted if necessary.

At the assembly point, classroom staff will take a roll-call of all pupils, admin staff will check all adults, and the Headteacher will decide on the appropriate course of action if any individuals are believed to be missing.

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

The fire alarm is tested weekly, and fire evacuation drills are carried out termly, arranged by the Headteacher and Site Manager. All fire exits/escape routes to be appropriately signed, and kept maintained and free from blockages.

3.7 Fire Prevention, Testing of Equipment and Electrical Safety

Fire risk assessments are undertaken regularly in line with Health & Safety legislation.

The school routinely tests fixed electrical installations in line with the electricity at work regulations.

Portable electrical equipment is to be visually checked by staff before use (i.e. check equipment and plug undamaged and that wires are not worn or loose entering equipment or plug and if any defects are noted the item is to be put out of use). In addition, portable electrical equipment is subject to testing in line with guidance on the checking of electrical equipment supplemented by local experience.

Consideration should be given to the safe use of equipment, regardless of its condition. For example, procedures must be in place throughout the school to ensure that hot equipment is turned off when not supervised. All staff are responsible for ensuring that equipment used by them is being operated safely, and should contact the H&S Coordinator if they believe that additional training is necessary.

3.8 Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.

- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

3.9 First Aid and Medication

As required by statute, the school has a separate policy for First Aid and Administering Medicines, which detail the school's approach to first aid and administering medicines.

In most circumstances, the administration of medicines is the responsibility of parents and they should be administered at home unless it is essential they are administered during the school day. Parental requests for medicines to be administered can be met providing they are prescribed, in their original packaging, and labelled by pharmacy with all the correct details including name, date and dosage. This includes medication for hay fever and travel sickness.

- Parents/carers are required to complete a consent form for all medication to be kept in school, and a copy is stored along with the medication
- Medication requiring refrigeration is kept in a dedicated fridge in the staffroom; controlled medicines (e.g. for ADHD, epilepsy etc) are kept in a locked cabinet in the school office

- Pupils' inhalers and epi-pens are kept securely in classrooms. Staff take these with them at all times during off-site activities. An additional epi-pen is requested from parents/carers to be kept in the school office
- Details of pupils with medical conditions/allergies are kept in a folder in the school office
- Clever Chefs (school catering contractor) collect food allergy information which is managed in conjunction with the school, so that they are aware of any requirement for special diets. A list of all children with allergies is also kept in the school office. Children with food allergies are given a silver wristband to wear when collecting their lunch for safe identification during service

3.10 Offsite Visits

Where appropriate, the school has a separate Educational Visits Policy, which details the school's approach to managing risk on such visits. Staff organising residential trips are required to enter the details of the trip into the 'Evolve' system, where they are reviewed and approved by the Educational Visits Coordinator and the Headteacher. Any off-site activities involving pupils (apart from routine sports fixtures) are considered to be an Educational Visit.

3.11 Health and Safety Information and Training

All employees will be given:

- Induction training in the requirements of this policy as deemed appropriate for their role
- Update training in response to significant change
- Training in specific skills needed to execute this policy
- Refresher training where monitoring establishes need

All pupils will be given training in emergency procedures and take part in fire drills as deemed appropriate by the Headteacher.

Key H&S information will be published as deemed appropriate, for example:

- Fire evacuation routes will be published in each classroom and in other communal areas as appropriate (e.g. hall and reception area)
- Reference information for staff will be provided via the daily staff bulletin

Attendance at training is to be recorded, and such records are maintained as appropriate by the school's HR Assistant.

3.12 Personal Safety / Lone Working

Staff will be reminded periodically of the school's Lone Working Policy. To summarise:

- Staff must inform someone else when working alone at the school, preferably another member of staff or someone they live with who has access to the contact number of another key holder. This information should include the approximate time that they expect to be leaving, and a contact for them while they are at the school site
- Staff working alone should not undertake activities with a heightened degree of risk (e.g. use of stepladders) and should keep a mobile phone with them at all times
- Personal security care should be taken when leaving premises
- The lone worker will ensure that they are medically fit to work alone

3.13 Tools, Plant and Equipment

Tools, plant and equipment should be kept well maintained, and serviced where necessary according to a reasonable service schedule. Records of tool maintenance and servicing should be kept.

Tools and plant should only be operated by staff who are appropriately trained and confident in their ability to safely operate the item in question. Staff should not use equipment if they have concerns over the safety of the item or their ability to use it – in these circumstances, they should contact their line manager or the H&S Coordinator for further advice.

Personal protective equipment should be used in line with the manufacturer's recommendation.

3.14 Flammable and Hazardous Substances

The Premises Manager / Caretaker (with appropriate support from senior managers) will complete a COSHH assessment (control substances hazardous to health) for all hazardous substances used on site.

The associated procedures and control measures will be funded and enforced.

The requirement to assess hazardous substances either in use or created by school operations is a requirement of the COSHH Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc and biological hazards.

The use of hazardous substances in school will be kept to a minimum.

Where the use of such substances is necessary, COSHH assessments are undertaken by the relevant department, and summary information is kept where substances are stored/used. If employees have any questions on hazardous substances, they should initially speak to their line manager.

All hazardous and flammable substances (including, for example, fuel for groundskeeping machinery) must be stored in suitable containers in a secure location.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

3.15 Asbestos

An asbestos register is held in the school office, which lists any and all locations where asbestos is located/suspected.

Risk management procedures are undertaken in respect of all observed instances of asbestos and must be sufficient to keep the area safe. These procedures are documented in an Asbestos Management Plan and will typically involve either removal of the asbestos containing materials, or ensuring that materials are appropriately encapsulated and protected, and are regularly monitored to ensure that they remain safe.

The asbestos register must be consulted before any works are undertaken on the site. All works must proceed with an awareness that unknown asbestos containing materials may be present on the site and due care and attention must therefore be taken.

Any staff who are likely to undertake works that could potentially disturb unknown asbestos containing materials (e.g. caretakers) should be given training in asbestos awareness.

Staff and contractors should sign a log to show they have awareness of the risks outlined within the asbestos register. This should be signed each time there are changes to the register.

3.16 Contractors Working on Site

There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site and building contractors who work on an 'as and when' basis.

For all contractors working on site, the school must consider whether or not a DBS clearance is necessary, giving consideration to the Safeguarding and Vulnerable Groups Act 2006. The Premises Coordinator, working with the HR Assistant, will make sure that appropriate checks have been carried out in line with KCSIE 2023 and the school's safeguarding arrangements. If a contractor does not present a valid DBS clearance, consideration must be given to measures to minimise any risk to pupil/staff safety.

a) Service Contractors

Service contractors have regular access to site as specified by a contract. Such contractors' visits can vary from an annual visit, e.g., to service boilers, check fire extinguishers etc, to those on site daily, e.g. cleaning staff. The service contract will specify what work is expected of them and what they can expect from the school. Their personnel will follow their own safe systems of work, but their working methods must take into account how they will impact upon staff, pupils and other visitors on site.

The school will provide details of its H&S arrangements to the contractors where relevant and where necessary; contractors will be consulted over emergency arrangements.

b) Building Contractors

These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodelling a room or building a new block. All contractors are expected to undertake a reasonable risk assessment of their activities to ensure that they do not jeopardise the health of their own employees, staff, pupils or visitors. The extent of this assessment will be proportionate to the scale of the work being undertaken.

Such risk assessments should include consideration of the following hazards:

- Slips/trips/falls as a result of contamination of surfaces
- Persons being hit by falling objects
- Inhalation of smoke/fumes /dust
- Contact with machinery or vehicles

c) Minor Works

Minor works include day-to-day maintenance work and all work that is not sufficiently significant enough to justify the use of a formal Joint Contracts Tribunal (JCT) contract. Such projects will generally not require a formal pre-start meeting on site.

- All contractors should report to the school office on their arrival and under no circumstances are they to commence work until given approval to do so by the Site Manager, Caretaker or Health & Safety Coordinator
- Before any work is commenced, it is essential that the Site Manager, Caretaker or Health & Safety Coordinator is made aware of:

- What work is to be undertaken
- Where the work is to be carried out
- An indication of the likely timescale
- What equipment is to be used
- What services are required
- Before work begins, the contractors must be advised by the Site Manager, Caretaker or Health & Safety Coordinator:
 - Where they can gain access to services
 - The evacuation procedure for the building
 - The location of any asbestos known to be present in the work area
 - Any precautions necessary in respect of other persons likely to be in the vicinity
 - Any particular problems with the work, e.g., access may still be required to the area
 - The contractors must be issued with a visitor's pass in accordance with the school's Visitor Safeguarding Process and advised that it must be worn at all times whilst on site
 - The contractors must be advised who to contact on site if they have a problem

d) Large Scale Building Works:

This encompasses all work undertaken under a JCT (or equivalent) contract, which will typically involve work where part of the site is completely handed over to the contractor.

Such work will usually come under the requirements of the Construction Design and Management Regulations and the school must exercise the duties of the Client as contained therein.

For all large scale works a pre-start meeting will take place and the Business Manager and/or Headteacher will attend the meeting. This meeting will identify timescales for work, methodology (e.g. noisy work done when school is unoccupied wherever possible), access requirements, emergency access requirements, etc.

3.17 Work at Height

Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach when standing on the floor and any work where access equipment is needed, e.g., step ladder, ladders, scaffolds.

Many employees will therefore undertake an element of work at height and the following measures should be taken:

a) Regular Operations

Regular operations (e.g. the use of stepladders) may be undertaken by staff provided that:

- Consideration is given to safety
- The activity is not rushed
- Another member of staff is present to provide support, and to assist in the event of an accident
- Staff avoid operations that significantly aggravate risk (e.g. use of heavy tools, stretching to reach items out of reach etc)

b) Specialist Operations

These are where specific high level access equipment is to be used and where additional information will be required. This may include use of access scaffolding and specialist ladders, and will usually require the support of a specialist contractor.

3.18 Moving and Handling

The relevant line manager will assess all manual handling operations (lifting loads, lowering loads, pushing, pulling, carrying, etc). Wherever possible, manual handling operations will be eliminated.

If this is not possible then suitable arrangements will be made to reduce the risk of injury as a result of a manual handling operation (for example, training, and the use of assistive equipment).

The Site Manager will arrange for the provision of manual handling equipment where necessary and will arrange for appropriate training of personnel involved in manual handling operations.

Staff are responsible for alerting their line manager if they are uncomfortable with any manual handling requirement. Staff should not undertake any manual handling activity without consultation unless they are confident that it is safe to do so.

3.19 Display Screen Equipment (DSE)

Any employee who is classed as a 'user' as defined by the DSE regulations, which lays down specific requirements for workstations incorporating computers etc, must complete a 'user audit' for the workstation where they work. A 'user' is someone who is habitually employed to work on a computer and does so for more than an hour at a time more or less on a daily basis. Such employees are also entitled to a free eye test (which can be arranged in consultation with the onsite finance staff – See trust Finance and Procurement Policy) and payment for a basic set of glasses where they are required primarily for use with DSE. User audit forms are available from the H&S Coordinator.

Particular care should be taken with respect to laptop computers, which are not designed to be used for extended periods but may end up being used this way. If staff are likely to spend extended lengths of time working on the laptop then consideration needs to be given to measures that will reduce the possibility of 'repetitive strain' type injuries. Specifically, it is recommended that a separate keyboard and monitor are used, which can be obtained from the ICT technician.

3.20 Catering and Food Safety

This section of the arrangements considers school catering, and does not relate to food preparation in a curriculum context (e.g. Food Technology), which is considered under Specific Curriculum Arrangements below.

a) School Meals

The school employs a third party company, Cleverchefs, to provide school meals. The service contract specifies that Cleverchefs is responsible for ensuring the safe preparation and serving of school meals. The school retains responsibility for ensuring safe conduct of pupils in the dining area, and for ensuring that dining facilities are safe, clean and well maintained (see housekeeping arrangements below).

All staff involved with the handling of food must receive formal training equivalent to the Level 2 certificate in food safety. The Catering Manager should be trained to the equivalent of Level 3, which relates to the management of food safety issues. As part of the day-to-day management of the team, the Catering Manager should make an assessment of the training needs of each staff member in respect of the particular food preparation tasks that they are undertaking, to ensure that all staff are

competent to carry out their respective tasks. Training and instruction should be provided where necessary.

b) Other catering provision:

The school may, from time to time, serve food outside of a school meal context, for example, at breakfast or after school clubs, fundraising events, BBQs, and community lettings. The school retains responsibility for food safety at such events, so must ensure that safe practices are observed. Typically, this will involve understanding what food will be prepared and agreeing appropriate measures in respect of training and food safety precautions, with the possibility of consulting someone with the relevant training equivalent to the Level 2 certificate in food safety.

3.21 Playground Safety and Supervision

During break times, there will be an appropriate number of staff on duty in the playground. In case of minor accidents children will come to the school office for first aid.

Pupils will be shown how to use any play equipment safely.

The Caretaker will inspect the playground and outdoor play equipment daily for any maintenance problems.

3.22 Vehicles and Transport

The options for transporting pupils off-site are:

a) Use of employees' vehicles

Employees can transport pupils/equipment in their own cars or drive to other venues during the working day only when accompanied by another member of school staff. Employees who use their own cars must confirm that their insurance policy covers them for this purpose and need to hold Business Class insurance for the vehicle they use.

The age, height and weight of a pupil must be considered when determining the requirements for using car seats when transporting pupils.

b) Use of School Minibus (or other Trust minibus)

Minibuses may only be driven by staff following an appropriate assessment. This process will ensure that drivers are confident and confident to drive minibuses and will include discussion of the various legal restrictions around licence types. The school minibuses are operated under a Section 19 permit, and drivers will normally be expected to hold a category D1 licence, although there are circumstances where it is appropriate for this requirement to be waived.

c) Use of Professional Transport

The vehicle and driver are hired in as a service from a reputable source. This is the usual practice for school trips.

d) Parents' Transport

If needing to use this option the parent(s)/guardian(s) of the pupils are advised of the venue and time of activity and that their son(s)/daughter(s)/ward(s) are required to be there at that time. These arrangements, and any associated lift sharing, are entirely the responsibility of the parents.

3.23 Stress

The school is committed to maintaining a healthy and safe workforce environment and to take reasonable steps to reduce health and safety risks from stress in the workplace.

The school is aware that there are many factors, both work-related and personal, which may contribute to staff ill health including stress. The following arrangements are in place to locally manage staff health issues:

- Staff are advised that it is their responsibility to inform their line manager, the Headteacher or another member of the senior leadership team of any relevant health issues. For central staff this should be reported to employee's line manager or the CEO
- Where necessary, an appropriate senior member of staff will meet and discuss the health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels
- The member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc. All trust staff are also provided with access to an Employee Assistance Programme, should they wish to obtain confidential advice and support at any time
- The member of staff will be advised that support can also be provided through their trade union
- A series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
- If it is identified that there is a high occurrence of staff ill health or stress within the school, the Headteacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation

3.24 Legionella and Water Assessment

The Site Manager will ensure that an assessment of the risk of exposure to legionella bacteria within the site has been undertaken and is reviewed appropriately.

The school will undertake reasonable measures to minimise the risk of exposure to legionella, which may be a combination of remedial plumbing works (where defects are identified) and management activities (e.g. water temperature monitoring, periodic testing of water quality).

3.25 School Swimming and Pools – Not Applicable

Every pool operator is responsible for the health and safety of employees, pool users and other people on the premises. The Health and Safety at Work Act, the Management of Health and Safety at Work Regulations and others place general obligations on pool operators.

As a pool operator, under the Management of Health and Safety at Work Regulations (MHSWR), the school must carry out an assessment of the risks which may affect employees, and others, as a result of the work activity. These requirements also take into account members of the public using the pools. The school must then take appropriate action to eliminate or reduce those risks as far as is reasonably practicable. See www.hse.gov.uk/pubns/books/hsg65.htm

Pool safe operating procedures (PSOPs) will be used as part of management arrangements. The school will base the PSOPs on the information from the pool risk assessment.

A PSOP consists of the Normal Operating Plan (NOP) and the Emergency Action Plan (EAP) for the pool, changing facilities and associated plant and equipment. The NOP sets out the way a pool operates on a daily basis, including details of the layout, equipment, manner of use, user group characteristics etc. The EAP gives specific instructions on the action to be taken, by all staff, if there is an emergency

Where a school has a swimming pool there will be a separate risk assessment and policy document completed for this and it will detail the PSOPs and NOP and EAP for the pool.

3.26 Work Experience

Whenever pupils are out of school for work related learning/work experience, the placement they are attending is assessed in order to meet the duty of care requirement on the school. Whenever a pupil is on placement for work experience, whether block or extended, they are treated by the placement as an employee whilst with them, and for such placements a H&S check must have been completed and the firm assessed as suitable by the school.

Where the school welcomes work experience students on site, the school will undertake a full risk assessment.

3.27 New and Expectant Mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

3.28 Access Control and Security

The Site Manager is responsible for managing access and security on the school site.

The site is arranged such that there is clear separation between areas of the site that are accessible to the public (i.e. the entrance area) and those accessible to the pupils. All visitors are required to pass through a named reception area in order to access the secure areas of the site, and are required to sign in, wear a visitor's badge, and to be escorted as necessary in line with the school's Safeguarding Policy and Visitor Safeguarding process. The school site is appropriately fenced so as to prevent pupils or visitors moving from one area of the site to the other unless permitted to do so.

During collection and drop-off, the site is, by necessity, open to parents to access for collection. Parents/carers meet their children in a designated location, and the pupil is released to the parents using a process that is appropriate to the age of the children. Arrangements will be in place to ensure that pupils are not collected by anyone other than the parent or carer unless prior arrangement has been made with the school.

3.29 Lettings

The school regularly hires out its facilities to community groups in order to generate funds for the school, and to support the local community, as set out within the School Lettings Policy.

All hirers will be met at the start of their hire (or, in the cases of regular hirers, at the start of their first session as a minimum) and given an induction briefing. This will include matters such as the location of fire exits and exit routes, which areas may be accessed by the group, and any known hazards in these areas. While the school is responsible for ensuring that rooms and facilities are safe and well maintained, the hirer is responsible for ensuring that their activities comply with Health and Safety regulations, and for undertaking any necessary risk assessments.

All hirers will be issued with a copy of the school Child and Safeguarding Protection Policy, and are responsible for ensuring that their letting complies with safeguarding requirements. The school is aware that this does not necessarily mean that all adults using the site will have Disclosure and Barring Service (DBS) checks - for example, a letting targeted at an adult audience may not be required to undertake such checks. Therefore, the school will not usually schedule lettings at times when pupils are in school, and where such lettings are scheduled, consideration will be given to measures necessary to manage risk (e.g. ensuring the DBS checks are in place for all adults present). Any school activities running after 5:00pm must recognise that the site is no longer 'secure' and pupils must be appropriately supervised.

3.30 Infectious Diseases

Advice will be sought from the Environment Agency and the Health Protection Service in the event of an outbreak of an infectious illness.

The trust follow national guidance published by Public Health England (PHE) when responding to infection control issues, currently found here:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

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

a) Handwashing

Wash hands with liquid soap and warm water (ideally for 20 seconds), and dry with paper towels or hand driers.

Always wash hands after using the toilet, before eating or handling food, and after handling animals.

Cover all cuts and abrasions with waterproof dressings.

b) Coughing and sneezing

Cover mouth and nose with a tissue, or sneeze into material (e.g. inner elbow).

Throw tissue in the bin.

Wash hands after using or disposing of tissues.

Spitting is discouraged.

c) 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.

d) Cleaning of the environment

Clean the environment, including toys and equipment where relevant, frequently and thoroughly

e) Cleaning of blood and body fluid spillages

Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment

When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

Make spillage kits available for blood spills.

f) Laundry

Wash laundry in a separate dedicated facility.

Wash soiled linen separately and at the hottest wash the fabric will tolerate.

Wear personal protective clothing when handling soiled linen.

Bag children's soiled clothing to be sent home, never rinse by hand.

g) Clinical waste

Always segregate domestic and clinical waste, in accordance with local policy.

Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins.

Remove clinical waste with a registered waste contractor.

Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

h) Animals

Wash hands before and after handling any animals.

Keep animals' living quarters clean and away from food areas.

Dispose of animal waste regularly, and keep litter boxes away from pupils.

Supervise pupils when playing with animals.

Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet .

i) Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These pupils are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. Advise these pupils to have additional immunisations, for example for pneumococcal and influenza.

j) Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, as identified in the document weblink:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

3.31 Curriculum Specific Arrangements

The following curriculum areas have been risk assessed, and documentation is held on the network and reviewed annually.

- PE (including swimming)
- Science
- Music & performing arts
- Art & DT

3.32 Housekeeping, Cleaning and Waste Disposal

Caretaker and cleaning contractors attend the site daily. They wash/vacuum floor surfaces, clean tables, clean toilets and sinks and ensure in good working order, and empty bins daily. Cleaning contractors will supply all cleaning products that they use and are responsible for implementing safe working methods and storage arrangements.

During the working day, staff are responsible for clearing any spillages, wet floors etc that result from their activities, or for raising with the caretaking team if this is not possible. If an issue has the potential to be a safety hazard (e.g. a wet floor), this should be reported to the school office so that prompt action can be arranged.

Servery Staff / Caretaker to ensure the hall is left clean and tidy at the end of lunchtime, and chairs and tables stored safely.

3.33 Violence at work

The trust believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Headteacher immediately. This applies to violence from pupils, visitors, or other staff.

4 Appendix A – School Emergency Procedures

See the school's emergency plan:

<..\Emergency Plan\Guildford Grove Emergency Plan Autumn 2023.doc>