



# Ash Manor School

## Health and Safety Policy

<b>Governors' Committee Responsible:</b>	Resources
<b>Nominated Lead Member of Staff:</b>	School Business Manager
<b>Status &amp; Review Cycle:</b>	Statutory 1 year
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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

## **PART 1: STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE**

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

Over the course of the last two years, the school has responded to the huge challenges posed by the Coronavirus pandemic. The school is committed in doing everything we can to support our staff during the coronavirus pandemic, this shall include but not be limited to, providing dedicated support for remote working, mental health and wellbeing, and guidance, instruction, and training for safe working during the pandemic.

*Signature*

*signature*

*Miranda Harrison, **Chair of Governors***  
**Date**

*Agnes Bailey, **Headteacher***  
**Date**

## **PART 2: ORGANISATION AND RESPONSIBILITIES FOR HEALTH, SAFETY & WELFARE**

The following H, S&W organisational structure, and roles and responsibilities are approved by the Governing Body and Headteacher of Ash Manor School.

### **1. The Governing Body**

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

1.1 Include Health, safety and welfare targets in the School Development Plan.

Targets may include,

- Provision of facility for health, safety and welfare purposes.
- Reductions in accidents/incidents.
- Training for Governors/staff, and
- revision of policy/procedure

1.2 Nominate a Governor (H, S&W) as an H, S&W link between the Governing Body and the wider school community, who will stay up to date with school H, S&W initiatives and inform the Governing Body accordingly.

1.3 Be informed and updated of Surrey County Council's H,S&W Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC behalf.

1.4 Ensure that H, S&W is an agenda item on full Governing Body termly meetings, and receive a termly H, S&W report from the Headteacher at this time. This report should include information on,

- Accident/incident analysis
- Relevant H, S&W information received from SCC or its Advisers.
- Suggestion on future H, S&W initiatives.

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

### **2. Headteacher**

As Senior Manager for the premises, and of all on and off site school related activities, the Headteacher is responsible for the day to day management of H, S&W. The Headteacher will advise SCC/Governors of any H, S&W issue where their support or intervention, either via system or finance, is necessary and 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, (as per “core” Risk Assessment schedule attached, together with any risks identified as specific to the school).
- 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, safety and welfare 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 any place of work is in a safe condition and offers a safe working environment. Inspection and maintenance will include:

- The fabric of the building.
- Fire appliances.
- Boiler/heating systems.
- Portable electrical appliances.
- Water systems.
- First Aid/medical facility and equipment.
- Premises staff equipment.
- Curriculum specific e.g. gymnasias and fume cupboards

2.6 An adequate needs analysis of H, S&W training is undertaken for schools staff and sufficient resources are put in place to ensure appropriate training is carried out.

Appropriate training may include:

- Headteacher H,S&W awareness
- H,S&W Induction training (all new and temporary staff)
- Emergency/Fire Training for the whole school community.
- First Aid
- Risk Assessment
- H,S&W Coordinator
- Lifting and Handling
- Working at heights
- and any further specific H, S&W training identified by the training needs analysis as being necessary and appropriate.

2.7 Adequate and easily retrievable health, safety and welfare training records are available and up to date.

2.8 The school secures and maintains an arrangement for obtaining competent H, S&W advice as required by the management of H, S&W regulations.

2.9 A termly H, S&W report is provided to Governors.

2.10 The school cooperates and participates in the County's H, S&W monitoring arrangements.

2.11 A school's Educational Visits Co-ordinator is appointed and trained accordingly.

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

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

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

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

2.16 An appropriate member of SLT is suitably instructed to take day to day responsibility for H, S&W in the absence of the Headteacher.

The Headteacher may delegate functions to other or single members of staff (e.g. an H, S&W Coordinator) who may be tasked with the H, S&W administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out as required by the Regulatory Reform (Fire Safety) Order 2005.

### **3. Deputy Headteacher**

The Deputy Headteacher 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 and 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 which has been identified as being unsafe is removed from service.

4.5 H, S&W inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report to the Headteacher is provided where necessary.

4.6 The H, S&W 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, safety and welfare whilst at work.

4.8 New, transferred and temporary staff receive appropriate H, S&W induction training.

4.9 First aid provision is adequate.

4.10 Students are given relevant H, S&W information and instruction.

## **5. Teaching Staff [Including supply]**

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

5.1 Effective and appropriate supervision of the students that they are supervising.

5.2 That appropriate safety instructions are given to all students prior to commencing practical sessions.

5.3 That they are conversant with the school's H,S&W 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. Facilities Manager/Caretakers**

The Facilities Manager and the site team are responsible to the 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&W 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 governors, H and S Co-ordinator 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.

6.7 Other duties as delegated by the Health, Safety and Welfare Co-ordinator.

## **7. Health, Safety and Welfare Co-ordinator (School Business Manager)**

The Headteacher may appoint or nominate a Health, Safety and Welfare Coordinator to carry out H, S&W functions and maintain an overview of the H, S&W organisation and management of the school, and report to the Headteacher accordingly. In turn, elements of these responsibilities may be delegated to the Facilities Manager and site team as appropriate. Specific functions of the H, S&W Coordinator may include:

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

7.2 Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Headteacher 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 fire alarm tests etc.

7.5 Advising the Headteacher and/or County Council 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, safety and welfare 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, safety and welfare of staff and others are kept to a minimum.

7.10 Ensuring that all Senior Managers (including Heads of Departments) are kept informed of the names and details of those persons appointed to provide competent health, safety and welfare assistance.

## **8. All Employees [including temporary & volunteers]**

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

Employees must also co-operate with the management of the school to ensure that all parties comply with their H, S&W 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, health or welfare 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.

### 9. Staff Safety Representatives (if applicable)

Health, safety and welfare at work law provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. Where the Governing Body/Headteacher is notified in writing of an appointment, the Safety Representative shall have the following functions:

9.1 To investigate potential hazards and to examine the causes of accidents in the workplace.

9.2 To investigate complaints by any employee they represent relating to that employee's health, safety or welfare at work.

9.3 To make representations to the Headteacher on matters affecting the health, safety and welfare of employees.

9.4 To carry out workplace H, S&W inspections, subject to reasonable notice to their line manager.

9.5 To attend safety committee meetings.

A safety representative is not obliged to carry out any or all of the above functions, and has no legal responsibility other than that which applies to all employees.

Names of Trade Union appointed Safety Representatives (if any)

Name	Union	Area Covered

### **PART 3: ARRANGEMENTS & PROCEDURES FOR HEALTH, SAFETY & WELFARE**

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

- |  |  |
|--|--|
| 1. <b>Access Control/Security</b><br>Headteacher/School Business<br>Manager  | 18. <b>Long Term Evacuation Plan</b><br>School Business Manager  |
| 2. <b>Accident Reporting, Recording &amp;<br/>Investigation</b><br>First Aider   | 19. <b>Equipment Maintenance/<br/>Inspection</b><br>Facilities Manager/HOD   |
| 3. <b>Asbestos</b><br>Facilities Manager   | 20. <b>Monitoring the Policy</b><br>School Business Manager  |
| 4. <b>Contractors</b><br>Facilities Manager  | 21. <b>Personal Protective Equipment<br/>(PPE)</b><br>Facilities Manager   |
| 5. <b>Curriculum Safety</b> [incl. out of school<br>learning activity/study support]<br>HOD                                | 22. <b>Playground Safety</b><br>Facilities Manager   |
| 6. <b>Drugs &amp; Medications</b><br>School Business Manager   | 23. <b>Reporting Defects</b><br>Facilities Manager   |
| 7. <b>Electrical Equipment</b> [fixed &<br>portable]<br>Facilities Manager   | 24. <b>Risk Assessments</b><br>School Business Manager<br>/ Facilities Manager   |
| 8. <b>Fire Precautions &amp; Procedures (and<br/>other emergencies)</b><br>School Business Manager<br>/ Facilities Manager | 25. <b>School Trips/ Off-Site Activities</b><br>School Business Manager  |
| 9. <b>First Aid</b><br>School Business Manager   | 26. <b>School Transport</b><br>Caretaker   |
| 10. <b>Glass &amp; Glazing</b><br>Facilities Manager   | 27. <b>Staff Consultation</b><br>Headteacher   |
| 11. <b>Hazardous Substances</b><br>Head of Science/ Lab technicians and<br>Facilities Manager                              | 28. <b>Staff Health, Safety Training and<br/>Development</b><br>School Business Manager & Deputy<br>Head                                 |
| 12. <b>Health, Safety &amp; Welfare Advice</b><br>Surrey County Council  | 29. <b>Staff Well-being / Stress</b><br>Headteacher  |
| 13. <b>Housekeeping, cleaning &amp; waste<br/>disposal</b><br>Caretaker  | 30. <b>Supervision</b> [including out of school<br>learning activity/study support]<br>Nominated responsible staff member<br>as required |
| 14. <b>Handling &amp; Lifting</b><br>Facilities Manager  | 31. <b>Use of VDU's / Display Screens</b><br>School Business Manager   |
| 15. <b>Jewellery</b><br>Headteacher  | 32. <b>Vehicles on Site</b><br>Caretaker   |
| 16. <b>Lettings/shared use of premises</b><br>Caretaker  | 33. <b>Violence to Staff / School Security</b><br>Headteacher  |
| 17. <b>Lone Working</b><br>Facilities Manager  | 34. <b>Working at Height</b><br>Facilities Manager   |

### HEALTH, SAFETY & WELFARE POLICY STATEMENT - MONITORING PROGRAMME

Monitoring / Inspections:	By whom	When	Defects Remedied By
• Buildings / Facilities	• Governors	• Termly	• Specialist as required
• Building Services	• Facilities Manager	• Day-to-Day	•
• Fire Safety	• Facilities Manager	• Day-to-Day	•
• Outdoor Areas	• Caretaker	• Day-to-Day	•
• Security	• Caretaker	• Day-to-Day	•
<b>Equipment Inspection / Test</b>			
• Lighting Equipment	• Head of Drama	• Termly	• Specialist as required
• Fire Alarm	• Facilities Manager	• Weekly	• Specialist as required
• Fire Fighting Equipment	• Facilities Manager	• Annually/Quarterly checking,	• Annual service by specialist
• Emergency Lighting	• Facilities Manager	• Weekly	•
• Fire Notices	• Facilities Manager	• As required	•
• First Aid Equipment	• Primary First Aider	• Termly	• Primary First Aider
• Electrical Equipment	• Facilities Manager	• Annually	• Caretaker, Specialist as required
• Stage Equipment	• Facilities Manager and Head of Drama	• Annually and before a production	• Specialist as required
• Laboratory Equipment	• Science Technician	• Day-to-Day	
• Machinery	• Head of technology	• Day-to-Day	• Specialist as required
• Tools	• Head of technology	• Day-to-Day	
<b>Practice Drills</b>			
• Fire	• Headteacher	• Termly	• Headteacher
<b>Checking Records</b>			
• Inspections carried out	• Facilities Manager	• Termly	•
• Tests carried out	• Facilities Manager	• Termly	•
• Drills carried out	• School Business Manager	• Termly	•
• Reports acted on	• Facilities Manager	• Termly	•
• Information up-to-date	• Facilities Manager	• Termly	•

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

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

### **1. Accident and near miss reporting, recording and investigation**

The Headteacher or the responsible person will log an incident and/or report to SCC where applicable. All accidents are reported in the appropriate logbook located at Student Reception and online accident / incident reports are made through OSHENS ([surreycc.oshens.com/Login/Default.aspx](http://surreycc.oshens.com/Login/Default.aspx)) including reporting RIDDOR when required. Guidance is available on the Surrey Education Services website ([surreyeducationservices.surreycc.gov.uk](http://surreyeducationservices.surreycc.gov.uk)). Queries are directed to the SRM team at [srm.hands@surreycc.gov.uk](mailto:srm.hands@surreycc.gov.uk).]

### **2. Asbestos**

The Facilities Manager is responsible for the asbestos survey. Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect asbestos has been disturbed. Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe. A record is kept of the location of asbestos that has been found on the school site, this is kept Main Reception. The asbestos survey is reviewed annually with the Asbestos Management Plan (AMP).

### **3. Contractors**

The Facilities Manager is responsible for the induction of contractors, arrangements to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors working methods, how staff should report concerns and who to, and liaising with SCC Land and Property (L&P) department if applicable

### **4. Control of safe handling and use of hazardous substances**

All staff must follow rules on selection and use of substances within the school including laboratories in accordance with the guidance given in "Be Safe" from the HSE; in the CLEAPSS booklet LP5 "Safe Use of Household and Other Chemicals", hazard data sheets, CLEAPSS Hazcards location, risk assessments, staff training in safe use, selection and use off protective equipment, storage arrangements, staff health surveillance, use of mechanical controls, name of Radiation Protection Supervisor RPS (high schools only), name of Radiation Protection Advisor (RPA). As well as curriculum, include caretakers, cleaning staff etc who use hazardous substances. Include details of COSHH assessments to be reviewed on an annual basis or when work activity changes, whichever is soonest.

## **5. Curriculum safety**

All teaching staff will be familiar with the school's health and safety policy, and complete risk assessment's specific to their own curriculum area prior to commencing hazardous activities.

## **6. Display screen equipment**

All staff are responsible that HSE guidance is followed, and workstation assessments carried out to ensure correct controls are put in place to promote wellbeing, ergonomic workstations, and good working practices

## **7. Electrical equipment**

The Facilities Manager is responsible for organising and managing PAT testing arrangements, Pat testing should be carried out in line with the SCC or PAT policy. Fixed wiring every 5 years. All faults are reported to the Headteacher by a written report, and through examination by a competent person The Facilities Manager must maintains the record of inspection. Include limitations on bringing personal items to school. Defective equipment is reported to the SCC property help desk or a nominated contractor and put out of use until an inspection and repair is carried out.

## **8. Emergency procedures**

Ash Manor Schools will revert to their emergency procedures for bomb threats, evacuations, and other emergencies. Arrangements for dealing with bomb alerts/suspect packages in accordance with the school's emergency planning arrangements. Arrangements for ensuring the bomb alert procedures are undertaken and implemented, guidance on bombs/suspicious devices or packages will be circulated to staff annually. Arrangements for implementing a sensible and proportionate response to any external or internal incident, such as armed intrusion, chemical spillages, and air pollution for example, which has the potential to pose a threat to the safety and wellbeing of pupils, staff members and visitors

## **9. Fire precautions and procedures**

The Headteacher is responsible for arranging and reviewing the school fire risk assessment and action plan, frequency and arrangement of drills, procedures to be followed, staff with special responsibilities e.g. fire marshal etc, assembly points, maintenance of fire exits /escape routes, personal emergency evacuation plans (PEEP), maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, testing of break glass points, testing of emergency lighting etc. The fire book is located in the Facilities Managers office.

## **10. First aid**

The location of first aid boxes are in Student Reception, The Main Office and PE. The Main first aider in Student Reception is responsible for checking and restocking? See First Aid section of this policy.

### **1. Glass and glazing**

The Facilities Manager is responsible for all glass in doors, side panels to be safety glass, or fire rated if within a fire door, all replacement glass to be of safety/fire standard.

### **2. Health and safety advice**

Competent health and safety advice is available from SCC's Strategic Risk Management team for maintained schools. Health and safety resources and guidance are available to download from the Health and Safety area on Surrey Education Services website

### **3. Housekeeping, cleaning, and waste disposal**

The Facilities Manager is to ensure premises are kept clean, to minimise accumulation of rubbish, arrangements for wet floor cleaning to minimise risks of slips, means of disposing of glass and other sharp objects, arrangements for snow shifting, security/location of external waste bins.

### **4. Infection control (COVID-19)**

The school follows national guidance published by Public Health England when responding to infection control issues and will encourage staff and pupils to follow this good hygiene practice. Arrangements for managing a range of common and important infections including COVID-19 are implemented with guidance available from SCC. The Headteacher is responsible for carrying out and monitoring safe procedures and risk assessments within the school, and communicating to staff, visitors and pupils following guidance changes.

### **5. Jewellery**

The Uniform policy includes details on pupils wearing earrings and other jewellery.

### **6. Lettings/shared use of premises**

The Facilities Manager is responsible for exchanging health and safety information and policies, restrictions on use of equipment, restrictions on accessible areas, staffing requirements, first aid provision, telephone provision, fire and emergency arrangements, standard operating procedures, emergency lighting, public entertainment license etc.

### **7. Maintenance of equipment**

The Facilities Manager is responsible for keeping details of what equipment requires periodic inspection, examination, testing., list types of equipment e.g., ladders and steps, fume cupboards, other extraction systems, PE equipment, Design and Technology machines, lifts and lifting equipment, pressure cookers, gas safe inspections, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers, panic alarms, security/intruder alarms etc, type of check required and frequency etc.]

### **8. Manual handling**

The Facilities Manager is responsible for arrangements for identification of all activities involving lifting/handling, risk assessments to identify precautions to minimise manual handling tasks, staff training in manual handling, school guidelines for specific tasks, use of lifting aids.

### **9. Personal Protective Equipment (PPE)**

All staff are responsible for requesting PPE. PPE to be provided free of charge where risk assessment determines it to be necessary. PPE will be stored in a safe, secure, and clean environment

### **10. Risk assessments**

The Headteacher is responsible for ensuring risk assessments are undertaken, reviewed and actions carried out, including individual risk assessments for staff. Guidance, and templates are available in the health and safety area on Surrey Education Services website. Competent advice is available from SCC's Strategic Risk Management team [srm.hands@surreycc.gov.uk](mailto:srm.hands@surreycc.gov.uk) ]

### **11. School trips/ off-site activities**

All staff are responsible for organising their own trips. The Headteacher must give permission when planning school trip, who to obtain approval from, when to seek approval from the council, emergency arrangements, parental authorisation, supervision requirements, first aid provision, name of school's educational visits coordinator. Competent advice and guidance is available from SCC's Strategic Risk Management team]

### **12. Site security/ visitors**

All staff are responsible for processing visitors, protecting the site, emergency procedures following a security alert and door controls. All visitors to be made aware of the school's fire arrangements in the event of a fire, and made aware of the school's emergency procedures, including evacuation points. All visitors to the school are required to report, in the first instance, to the school office. Visitors from outside agencies are requested to show their identity badges and are always required to wear them whilst on school premises.

### **13. Staff well-being / stress**

Ash Manor School and SCC have arrangements in place for supporting staff including occupational health, employee assistance programme (EAP). Our Headteacher actively promotes a good work-life balance and this remains an area of focus for the school in looking at improving the health, safety, and wellbeing of all staff members.

### **14. Vehicles on site**

The school accepts no responsibility for cars parked on its site.

### **15. Water management (Legionella)**

The Facilities Manager is responsible to ensure the school complies with legislation surrounding water management as detailed in the COSHH Regulations and Approved Code of Practice L8, a water risk assessment is undertaken by an external specialist periodically, and when significant changes have occurred to the water system and/or building footprint. The external specialist is responsible for ensuring that the identified operational controls are conducted and recorded. The risks from legionella are mitigated by the following control measures: monthly temperature checks, weekly flushing of outlets and emergency eye washes.

### **16. Working at height**

All staff are responsible for Working at heights and this **should be avoided wherever indicated** by the risk assessment and wherever a suitable alternative course of action is available. Work at height should never be carried out alone and should always be supervised. Training should be provided for staff using steps and ladders and other work at height duties, as required, rules on using access equipment, arrangements for inspecting and recording checks on access equipment, restrictions on use by pupils, contractors etc.

## **Fire**

### **PART 4. STATEMENT OF GENERAL POLICY ON FIRE**

We recognise that following the introduction of the Regulatory Reform (Fire Safety) Order 2005 the Government has laid down guidance for fire safety in educational premises.

The nominated 'responsible person' as required by the above legislation is the Headteacher and he/she has day to day responsibility for fire management.

We will ensure that we meet all our legal and moral responsibilities regarding fire safety and to do this we will:-

#### **Procedures**

- Adopt a risk assessment approach to all fire safety matters by assessing and reducing risks generically where possible and creating systems to localise procedures and working practices;
- Provide information, instruction and training to staff and will monitor incidents and near misses in order to identify where to improve systems and procedures and reduce the risk of recurrence;
- Use competent persons to carry out fire risk assessments of all our properties and to advise our management of fire safety issues;
- Implement the protective and preventative measures identified in the risk assessments and advice from our competent persons;
- Consult our employees on relevant risk reduction measures that are necessary;
- Liaise with our employees to reduce the risk from fire as far as reasonably practicable;
- Develop roles and responsibilities to cover all aspects of fire safety and ensure that everyone understands their roles and responsibilities;
- Train our employees and where necessary assess their competency in fire safety matters;
- Develop an emergency evacuation plan for all our properties and personal emergency evacuation plans (PEEP) for all special needs persons who are employed or taught at our premises;
- Provide all our employees, students and others, who visit or work in our properties, with relevant information on fire safety matters;
- Implement suitable and appropriate management arrangements to plan, organise, control, monitor and review fire safety throughout our premise portfolio.

### **ORGANISATION & RESPONSIBILITIES FOR FIRE SAFETY**

#### **School Fire Safety Manager/Fire Marshall**

The Facilities Manager is the designated School Fire Safety Manager, who is responsible for ensuring that:

- The fire safety policy is kept under regular review by Governors and the SLT.
- The fire safety policy is promulgated to the entire school community.
- Everyone in the school (including visitors and contractors – see badge) are given clear written instructions on where they should go in the event of fire.
- Fire induction training is given to new staff and students (Induction Process)
- Procedures for emergency evacuation are regularly tested and lessons absorbed. (termly fire drills)
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed every year or on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.

### **Senior Staff Members**

Senior Leadership Team (SLT) will be at key points to advise and take action as required. Typically the Headteacher will be at the Fire Assembly Point and the Facilities Manager will be checking the fabric of the building and liaising with emergency services.

### **Teaching Staff**

Teaching staff are responsible for escorting their students safely out of the building to the Fire Assembly Point in silence and in an orderly fashion. They are responsible for conducting a head count on arrival, preferably against the most recent Register. If anyone is missing teachers must report this immediately to the Senior Staff Member on duty at the Assembly Point.

On no account should anyone return to a burning building.

On no account should anyone leave the site.

### **All Staff**

The safe evacuation of everyone - staff and students alike, is our priority. Protecting property comes second. No one should attempt to fight a fire unless adequately trained. Your priority, particularly if you have responsibility for others is to evacuate as fast and as safely as possible.

Some staff, particularly those working in areas where a fire is more likely to arise will be aware of how to use a Fire Blanket or Fire Extinguisher, but nevertheless this should not be used if there is any doubt about their personal safety or the safety of those they are responsible for.

### **Fire Practices**

We hold at least one fire practice every term at Ash Manor School. This combined with a programme of inducting new staff and students with emergency escape procedures and the presence of informed staff ensures that the school can be safely evacuated in the event of a fire.

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically it identifies:

- The hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

All risk assessments follow a standard grid procedure for evaluating risk. Generic risk assessments are used for classrooms but individual ones are needed for corridors, stairs, kitchens, laboratories, workshops etc.

Ash Manor school has a professional fire risk assessment which is updated as required utilising professional services as necessary.

Copies of the school's fire risk assessments are kept by the Facilities Manager in the health and safety section of the school's server for all staff to read, together with this document. Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department read the sections that are relevant to them.

### **Planning**

Reference will be made within the main School Health and Safety Policy to the Fire Safety Policy document which will also incorporate arson control and management of chemicals on site.

Health and Safety is steered by the School Business Manager in conjunction with the schools leadership team.

The school will ensure regular servicing of the following:

- Fire alarms, emergency lighting, portable fire extinguishers in accordance with the current British Standards, 5839, 5266 and 5306 respectively.
- Fire Drill with be undertaken at least once per term for each building with the results being entered into the fire safety log books.
- Fire log books for all buildings will be completed by The Facilities Manager and will be made available for use as an audit trail and if the Fire Service should visit the premises.

### **Control**

The school will carry out regular fire drills and staff training with documentation being kept in the fire log books.

Fire Logs will be kept by the Facilities Manager.

Regular maintenance and testing of all passive fire safety measures will be carried out i.e. fire alarms, portable fire extinguishers, emergency lighting, signage etc.

In the event of an evacuation only competent personnel with appropriate training will be allowed to reset the alarm system as the fire service are under no obligation to do so.

### **Escape Routes and Emergency Exits**

- There are at least two escape routes from every part of all buildings
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fire extinguishers (of the appropriate type) are placed strategically around the school. These should only be used by trained personnel.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- The master panel for the alarm system is located in the reception office shows the location of a fire. It is fitted with an uninterrupted power supply (UPS).
- Fire routes and exits must be kept clear at all times. Combustible goods are kept to an absolute minimum in these areas and furnishings (if any) are fixed to the wall.
- Fire alarms (points) are tested weekly – Friday 7.00am
- Plans showing the location of fire hydrants, gas and electricity shut off points are displayed in fire proof display boards next to the entrance of each building

It is important that staff are familiar with the escape route from their classroom/office and that periodically they ensure that all relevant signage is still in place and that any door/window locks are working correctly. Staff must also ensure that all exit routes/doors from their classroom are kept clear and easy to use.

## **PART 5. MANAGEMENT SYSTEMS FOR SAFETY**

### **Visitors & Contractors**

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which must be worn at all times when on school property. They are made aware of the emergency evacuation notice (see above) by the School Office staff.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc. a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding. This announcement is the responsibility of the member of staff holding the event.

### **Lone Workers**

Lone workers should be capable of responding correctly to emergencies. Risk assessment should identify foreseeable events. Emergency procedures should be established and

employees trained in them. Information about emergency procedures and danger areas should be given to lone workers who visit your premises. Lone workers should have access to adequate first-aid facilities. Occasionally risk assessment may indicate that lone workers need training in first aid.

## **Maintenance and Testing**

### **1. Electrical Safety**

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations [all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations].
- Portable appliance testing (PAT Testing) takes place as required by HSE Regulations for that apparatus NB: this is not an annual test

### **2. Lightning Protection**

- All lightning protection and earthing conforms to BS 6651-1999. It is tested annually by a specialist contractor. Records of all tests are kept in the Site office.

### **3. Gas Safety**

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Site office.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily to ensure that the central gas supply is turned off.

### **4. Safe Storage**

- Heads of Department and Maintenance Staff ensure that flammable materials used in teaching or maintenance are clearly labelled and are locked in purpose-made, flame-proof containers at the end of every day.
- Flammable rubbish is stored away from buildings in the secured rubbish compound.
- No items may be stored at any time in escape routes, particularly stairwells.

## **Letting or Hire of the School**

Our standard contractual terms that we use for letting and hiring the school covers fire safety and specifies that the hirer should certify that [he/she] has read and understood the school's fire safety policy and procedures. The Caretaker or member of the Site staff is always on call when the school is let or hired for an outside function or event.

## **Monitoring**

The Facilities Manager will hold training records.

The Facilities Manager will audit fire documentation and risk assessments annually. He/she will also monitor all action plans.

## **PART 6. EMERGENCY EVACUATION PLAN**

### **Fire evacuation signal**

The fire evacuation signal for the school is a continually sounding siren, throughout the premises.

### **Action on hearing the fire alarm**

1. Evacuate the premises immediately. Do not take anything else, and do not allow the students to take anything. Shut doors and windows - ONLY if time allows and taking no risks.
2. Teachers should ensure that the following procedures are carried out:
  - a. Stop machines and processes in workshops and laboratories. Shut off gas and electricity, other than lighting, where possible.
  - b. Escort your group in an orderly manner to the assembly point on the Artificial Pitch.
  - c. Check rooms and lavatories in the vicinity to ensure that everyone is clear.
3. Take the register of your class as soon as you reach the Fire Assembly Point.
4. At the Fire Assembly Point immediately report anyone who is waiting to be evacuated from a designated refuge, or who is missing to the Senior Staff Member present who will inform the School Business Manager/Fire Brigade. On no account should anyone return to any building until given permission by the Headteacher, School Business Manager or Fire and Emergency Services.
5. Remain at the Fire Assembly Point with your students until the all clear is given.

The School Business Manager and Site Team to go to the School office to inspect the Fire Panel. Facilities Manager to direct site team to designated areas to check the area, and ensure all buildings has been evacuated.

### **Action on discovering a fire**

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. Evacuate the immediate area.

### **Summoning the Fire Brigade**

A member of SLT or the Site Team are responsible for contacting the Fire Brigade during normal working hours.

The School Office is manned between 8.00am and 4.15pm during weekdays in term-time. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is physically located in the reception office. During school holidays the Site team are on the premises between 8am and 4pm. If a fire is discovered everyone must follow the above procedures.

Where events are organised outside of normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the Facilities Manager is consulted and that appropriate precautions, including arrangements for evacuation and calling the fire brigade, are in place.

The Facilities Manager may impose specific restrictions on the type of letting or activity, the number of persons involved and the number and layout of any seating.

It is particularly important to consider whether a public entertainment license will be needed for the event being organised. Where a license is required, the licensing officer may specify particular requirements as a condition of the license, and these conditions will have to be met (Appendix 1)

## **Appendix 1**

### **Checklist for use of premises out of school hours**

To be followed when arrangements have been made for use of the school premises out of school hours.

Take the hirer/responsible staff member through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call points and describe the way they operate. Emphasise that the first action upon discovering a fire is to raise the alarm, even if the fire is considered small.
- Describe to them the sound of the fire alarm and the action to be taken when it sounds, in particular leaving the building with any persons for whom they are responsible for and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that they are likely to need to use, and show the operation of any push bars or exit fittings.
- Show them the location of the fire extinguishers, but emphasise that they should only be used if they have been previously trained in their use, if they consider it safe to do so and if the alarm has already been raised and an evacuation started.
- Explain to them how to contact the fire brigade (whether or not an automatic call is made) and where the nearest telephone point can be found. Give clear instructions as to the name, location and postcode of the School

## **Lone Working**

### **General Statement**

This School recognises that there may be an increased risk to the health and safety of its employees whilst working alone. This policy sets out our approach in both identifying these risks and adequately managing them. Any questions regarding its operation should be addressed to the Headteacher or to the person designated to oversee Health and Safety.

### **Definition**

For the purposes of this policy, a lone worker is an individual who spends some or all of their working hours working alone. This may occur (1) during normal working hours at an isolated location within the normal workplace, (2) when working outside normal business hours. These are deemed to be from between 06:30 and 18:00, Monday to Friday. (After 5.00 p.m. on an average school day)

### **Legal Position**

Our duty to both assess and control any risks from lone working is governed by the Health and Safety at Work Act 1974 (HSWA). S.2 requires us to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees. Similar duties are owed to other workers, such as agency temps under s.3 of the HSWA. This will be achieved by carrying out risk assessments in accordance with the Management of Health and Safety at Work Regulations 1999 (as amended).

Lone working is not covered by any specific legislation, but the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply.

This legislation states that “It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of his employees” and “It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with”.

Employers and employees therefore have a duty to themselves and others with regard to safety and there is an increased risk to the health and safety of employees when they work remotely from other colleagues or other persons and/or outside ‘normal’ working hours.

The Local Authority’s definition of a lone worker is:

“Lone Workers are those who work by themselves without close or direct supervision”.

### **Persons at Risk**

At Ash Manor School, people at risk may include anyone who comes into school alone during closure times and particularly the site manager.

## **Risk Assessment**

Our risk assessments will cover all work currently undertaken alone (or proposed to be), where the risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong. Once all job roles involving lone working have been identified, the following factors will be considered:

- Risk of violence - All jobs involving an element of lone working will be assessed for a risk of verbal threats, or violence. The priority will be those involving face-to-face dealings with members of the public and/or cash handling.
- Plant and equipment - Plant and equipment used by lone workers will be assessed to ensure that it is suitable for use by one person.
- Work at height - Working at height will not be undertaken when working alone.
- Chemicals - Any existing, or planned use of chemicals will be considered with regards to their suitability for use by those working alone.
- The worker - The medical fitness, competency and medical condition of workers working alone will be assessed.
- Manual handling – lone workers will not attempt to lift heavy items.
- Access and egress - Some lone working may require access to locations which are difficult to access or exit. Some areas that are used after dark or outside usual school hours. Some areas where it is possible to encounter intruders. Assessments will consider whether these tasks are suitable to be carried out by one person.

This is not an exhaustive list, individuals will be expected to report all situations to the Headteacher or Health and Safety representative which leave them open to any health and safety issues, the risk can then be assessed and control measures applied where necessary. Through the risk assessment process, existing control measures will be assessed for their effectiveness.

## **Control Measures**

In order to manage the risks identified, we have introduced the following control measures:

Risk of violence:

- Staff are required to lock themselves in the buildings when lone working.
- Avoid lone working by working in groups of two or more.
- Out of term time – staff are to sign in and out at the main reception.
- Staff are advised to carry a mobile phone when working alone. Let someone know you are coming into work, how long you expect to be and when you are leaving.
- Do not undertake work which you are not qualified or trained to undertake.
- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one member of staff on site for the duration of the meeting.
- Staff are required not to handle cash when lone working.
- Late meetings must finish promptly and not leave one member of staff alone on site.

## Ash Manor School Health and Safety Policy

- Staff must not let unauthorised persons into the buildings when lone working.
- All staff are required to give 24 hours' notice to the Headteacher before lone working, either after hours or through holiday periods. The school will be locked during these periods.
- Staff attending alarm activations will only attend either with police support or in pairs. An outside check of the premises must be carried out, to ascertain if entry has been gained, before entering the school. If there is sign of an entry police support must be gained before entering the school.
- Take reasonable care of their own health and safety, for example, use kick stools when working at height.
- Not do anything to put themselves in danger.
- Know and follow, relevant safe working procedures and guidelines including operating machinery and using hazardous substances.
- Never cut corners or rush work.
- Always follow reasonable targets.
- Stop for regular breaks and, if possible, change activity.
- Inform the Headteacher or health and safety representative of any relevant medical conditions.
- Inform the Headteacher or health and safety representative of any hazards or accidents encountered. All accidents should be reported on the Health and Safety Incident Report Form, copies of which are held in the school office.
- Ash Manor School will provide opportunities for meetings and support.
- Assess the risks to all lone workers and communicate the findings.
- Provide appropriate training or resources such as protective equipment or clothing to minimise the risks.
- Consider alternative work methods where possible to reduce exposure to the hazard.
- Where possible outside of normal working hours, staff should arrange to be in school with others. Key holders are also advised to inform someone when they are attending an alarm call out and follow the protocol outlined in Appendix 1 of this policy. Staff should inform the Site Manager when they are on the premises and when they are leaving. It is also advisable that staff inform someone from home that they are working in school during out of school hours. Staff are provided with the Site Manager's mobile phone number.

### Emergency procedures:

In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/ school phone to contact the Headteacher, the staff member's nominated person or the emergency services.

### Communication: Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site.
- Carry either a mobile phone or school telephone at all times when lone working.

- Let someone know you are coming into work, how long you expect to be and when you are leaving.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

### **Unacceptable Lone Working**

The following activities are not to be carried out by lone workers under any circumstances:

- Working at height.
- Manual handling of heavy or bulky items.
- Transport of injured persons.

### **Line Managers**

It is the responsibility of the Headteacher, to monitor the tasks being carried out by staff. In particular, they are responsible for ensuring that any tasks described in section 6 are not carried out by one person alone.

If the nature of the tasks change in any way, he must ensure that a new risk assessment is carried out. They also need to ensure that any lone worker follows good working practices and safe systems of work.

### **Lone Worker Duties**

All lone workers are expected to cooperate fully with instructions given by the Headteacher. They are also expected to follow the school's safe systems of work and any associated procedures. Failure to do so, may be a disciplinary offence

Do not be the only adult in the room with a student.

## **First Aid**

### **Legislation**

The Health and Safety at Work Act 1974 imposes a general duty on employers to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees. This extends to the provision of appropriate first-aid facilities.

The First Aid Policy at Ash Manor School adheres to the 'Guidance on First Aid for School's <http://www.education.gov.uk/schools/studentssupport/pastoralcare/health/firstaid>

### **General Guidance**

There are three categories of responsibility for First Aid

First-Aiders – hold a current first aid certificate which is issued by an organisation approved by the Health & Safety Executive (HSE). The school has assessed that two members of staff are required to be trained in this role.

Suitable Persons – have undergone training and obtained a qualification approved by the HSE including emergency procedures. The school has assessed that six members of staff are required to be trained in this role to ensure a spread throughout the school.

Appointed Persons – are provided by the employer to take charge of the situation (e.g. to call an ambulance) if serious injury/illness occurs in the absence of a First-Aider. Certified training is not a statutory requirement for this role. The school has assessed that two members of staff are required to be trained in this role.

### **Major First Aid Procedures**

In the event of a major injury a Suitable Person may be the first on the scene, but a First-Aider must be called to deal with the injury.

Major injuries are defined as follows:

- any fracture, other than to the fingers, thumbs or toes; any amputation; dislocation of the shoulder, hip, knee or spine; loss of sight (whether temporary or permanent); a chemical or hot metal burn to the eye or any penetrating injury to the eye; any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours; any other injury leading to hypothermia, heat-induced illness, or to unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours; loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent; either of the following conditions which result from absorption of any substance by inhalation, ingestion or through the skin: acute illness requiring medical treatment, or loss of consciousness; acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a

biological agent or its toxins or infected materials.

A minor injury should be dealt with by a Suitable Person.

Account is taken of the person's normal duties because a First-Aider must be able to leave to go to an emergency immediately.

'Whilst First-Aiders carry out their duties voluntarily, they do so in the course of their employment, this is important in the event of a third party claim arising from first-aid treatment and the school gives written confirmation that it fully indemnifies the staff against claims for negligence arising from the administration of first-aid to students or third parties, provided that the members of staff are acting within the scope of their employment at the time, hold a current approved first-aid qualification, and are following the school's guidelines in relation to the administration of first-aid.'

(Guidance on First Aid for Schools)

<http://www.education.gov.uk/schools/studentsupport/pastoralcare/health/firstaid>

#### **PROCEDURE FOR CALLING AN AMBULANCE**

Call a First-Aider by contacting an appointed person or reception: use internal telephone Ext. 200 or send a student or member of staff.

First- Aider decides if emergency services should be called. If so, call directly or instruct reception or Appointed Person.

Reception or Appointed Person should:-

- Ring for ambulance if First-Aider has not done so; Send message back to First-Aider that ambulance is on its way; Ensure a member of staff is at the entrance to direct to area of emergency; Inform appropriate Senior Manager to arrange cover if necessary
- If a student requires hospital attention, parents should be contacted by the Appointed Person and asked to either come to the school or meet their child at the hospital. If the student needs to travel by ambulance, they should be accompanied, where possible, by a parent or a member of staff with pastoral responsibility.
- If the injury is not serious enough to require an ambulance, the student should be taken to hospital by a parent/First-Aider and a member of staff with pastoral responsibility will wait at the hospital until the student's parents arrive. The First-Aider should return to school by taxi.
- Inform Headteacher

At all stages there must be no delay.

#### **Information**

The official list of First-Aiders, Suitable Persons and Appointed Persons is available from HR.

### **First-aid boxes**

First-aid boxes are to be found in strategic places around the School. Back-up supplies of first-aid equipment are to be obtained from student reception. It is important to keep the first-aid boxes fully stocked.

### **Travelling first-aid kits**

There are first-aid kits available in the school minibus or to take to outdoor activity/events from student reception. Any first-aid items used should be replaced immediately on return from the trip. Any medicines should be checked before departure and replaced or replenished as necessary.

Medical Forms, completed by parents, need to be kept with the first aid cupboard in the medical room.

### **First-Aid Room**

The first-aid room in the Student reception area is available at all times when staff or students are on the premises.

### **Completing Records - post injury**

#### **1. Students**

After administering first-aid, the First-Aider or Suitable Person should ensure that the first-aid treatment log sheet is completed. Major/Serious injury should be logged on the computerised logging system <https://surreycc.oshens.com>

#### **2. Employees/Visitors**

After administering first-aid, the First Aider or Suitable Person should ensure that the accident book is completed.

### **THE ADMINISTRATION OF MEDICINES BY STAFF**

1. The general principle at all times is NOT to dispense medication where at all possible.
2. However, students may need to bring medication into school and should do so with a prescribed drugs form (obtained from the student reception) signed by a parent/guardian with any details of dosage clearly stated. This should be left in student reception.
3. If they are going on a school trip for the day, the same procedure should be adopted, with the medication being given to the group leader. (A medical form should have been completed by the parent(s) before the school trip takes place and is to be kept with the first aid box)
4. Paracetamol can be dispensed by members of the school after a check on their medical status has been undertaken on the SIMS system and a log MUST be kept of tablets issued.

ON NO OCCASION should a member of staff be giving out their own paracetamol/medication.

5. With regard to residential trips, the same general principles apply.

6. Staff must make sure they are aware of any students in their teaching groups with anaphylaxis or diabetes. There is no legal requirement for a member of staff to administer any medication and, if they do volunteer, then they can be assured that they are covered by the school's insurance on employee liability.

7. Epi-pens - the following are recommendations:

- the child should be carrying an epi-pen and should be able to self-administer. There should be written notes from parents as to guidelines;
- staff should be trained in the administration of the emergency treatment by a qualified doctor/nurse;

8. Personal medication belonging to staff must not be left unattended in the school at any times. It should be stored/kept with other personal belongings or passed to Student Reception to be locked in the schools medical cabinet.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

All employers have a duty to report to the relevant enforcing authority by the quickest practicable method

An immediate phone call should be made to Surrey County Council (Jane Van den Broeke Tel: 01483 517835, mobile 079608834412), if:

- any person dies as a result of an accident arising out of or in connection with work;
- any person at work suffers a 'major injury' (see below) as a result of an accident arising out of or in connection with work;

Followed by completion of the on-line reporting form <https://surreycc.oshens.com>.

In any event of any injury or dangerous occurrence complete the on-line reporting form within 24 hours, (<https://surreycc.oshens.com>). These include:

### **Prevention and control**

Hand washing is one of the most important ways of controlling the spread of infections. Liquid soap, warm water and paper towels are recommended.

- All staff and students advised to wash their hands after using the toilet, before eating or handling food and after touching animals.
- Cover all cuts and abrasions with a waterproof dressing.

- Children and adults are encouraged to cover their mouth and nose with a disposable tissue and wash hands after using or disposing of tissues. Spitting should be discouraged.
- Wear disposable gloves and plastic aprons if there is a risk of splashing or contamination with blood or body fluids during an activity. Gloves should be disposable, non-powdered vinyl or latex-free and CE marked. Wear goggles if there is a risk of splashing to the face.

### **Bites**

- If a bite does not break the skin: clean with soap and water and no further action is needed.
- If a bite breaks the skin: clean immediately with soap and running water. Record incident in accident book. Seek medical advice as soon as possible (on the same day) to treat potential infection, to protect against hepatitis B, for reassurance about HIV

### **Managing needle stick injuries**

Occasionally children or staff may injure themselves with discarded used hypodermic needles which they have found. If someone pricks or scratches themselves with a used hypodermic needle:

- wash the wound thoroughly with soap and water
- cover it with a waterproof dressing
- record it in the accident book and complete the accident form
- seek immediate medical attention from your local Accident and Emergency department

### **Cleaning blood and body fluid spills**

All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately, wearing PPE.

Clean spillages using a product which combines detergent and disinfectant (and ensure it is effective against both bacteria and viruses). Always follow the manufacturer's instructions. Use disposable paper towels or cloths to clean up blood and body fluid spills and dispose of after use. A spillage kit should be available for bodily fluids like blood, vomit and urine.

### **Sanitary facilities**

Good hygiene practices depend on adequate facilities. A hand wash basin with warm running water along with a mild liquid soap, preferably wall mounted with disposable cartridges, should be available. Bar soap should not be used.

Place disposable paper towels next to basins in wall mounted dispensers, together with a nearby foot-operated waste paper bin.

Toilet paper should be available in each cubicle.

Suitable sanitary disposal facilities should be provided where there are female staff and students aged 9 or over (junior and senior age groups).

### **Dealing with contaminated clothing**

Clothing should be removed as soon as possible and placed in a plastic bag and sent home with the child with advice for the parent on how to launder the contaminated clothing.

### **Immunisation**

Immunisations is checked at school entry and at the time of any vaccination. Parents are encouraged to have their child immunised.

### **Cleaning the environment**

Cleaning standards are monitored regularly by the school. Cleaning staff should be appropriately trained and have access to personal protective equipment.

### **Cleaning contract**

Essential elements of a comprehensive cleaning contract include daily, weekly and periodic cleaning schedules, based on national guidance. A proper colour coding system is recommended by the Health and Safety Executive.

Colour-coded equipment should be used in different areas with separate equipment for kitchen, toilet, classroom and office areas (red for toilets and wash rooms; yellow for hand wash basins and sinks; blue for general areas and green for kitchens). Cloths should be disposable (or if reusable, disinfected after use).

Cleaning solutions should be stored in accordance with Control of Substances of Hazardous to Health (COSHH), and cleaning equipment changed and decontaminated regularly. Consideration should be given to situations where additional cleaning will be required including during term time (for example in the event of an outbreak) and how the school might carry this out.

The School Business Manager must monitor cleaning standards and discuss any issues with cleaning staff.

### **Staff welfare**

#### **Staff immunisation**

All staff should undergo a full occupational health check before starting employment.

### **Exclusion**

Staff employed in our school have the same rules regarding exclusion applied to them as are applied to the children. They may return to work when they are no longer infectious, provided they feel well enough to do so.

### **Pregnant staff**

If a pregnant woman develops a rash or is in direct contact with someone with a rash who is potentially infectious, she should consult her doctor or midwife.

### **Food handling staff**

Food handlers and catering staff may present a particular risk to the health of our students and staff if they become infected or have close contact with diseases that can be transmitted to others via the medium of food or drink. These diseases commonly affect the gastrointestinal system (stomach and bowel) and usually cause diarrhoea or vomiting, or both.

Food handling staff suffering from such diseases must be excluded from all food handling activity in the school until advised by the local Environmental Health Officer that they are clear to return to work. Staff and attenders should not be present at the school if they are currently suffering from diarrhoea or vomiting, or both. At the very least, persons suffering from gastro-intestinal diseases should not return to work until 48 hours post recovery (no further diarrhoea or vomiting).

The school will notify our local Environmental Health Department immediately when we are informed of a member of staff engaged in the handling of food has become aware that he or she is suffering from, or is the carrier of, any infection likely to cause food poisoning. This policy will be sent to the person in charge of the kitchen and all catering staff at the time of appointment.

### **Managing specific diseases and infections**

Please refer to Public Health England advice on specific diseases and infections - <https://www.gov.uk/government/publications/health-protection-in-schools-and-otherchildcare-facilities/chapter-9-managing-specific-infectious-diseases>

### **Pets and animal contact**

Please refer to Public Health England on pet and animal contact - <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcarefacilities/chapter-8-pets-and-animal-contact>

**Appendix 1**

**Diarrhoea and vomiting outbreak – school action checklist**

Date Completed:			
Checklist Completed By (Print Name):			
Name & Tel No of Institution:			
Name of Head Teacher/Manager:			
	<b>Yes</b>	<b>No</b>	<b>Comments:</b>
Deploy 48 hour exclusion rule for ill children and staff			
Liquid soap and paper hand towels available			
Staff to check/encourage/supervise hand washing in children			
Check that deep cleaning, ie twice daily (min) cleaning and follow through with bleach/Milton/ appropriate disinfectant is being carried out, (especially toilets, frequently touched surfaces eg handles and taps and including any special equipment and play areas). Ensure that all staff/contractors involved in cleaning are aware of, and are following, the guidance			
Disposable protective clothing available (ie non-powdered latex/synthetic vinyl gloves & aprons)			
Appropriate waste disposal systems in place for infectious waste			
Advice given on cleaning of vomit (including steam cleaning carpets/furniture or machine hot washing of soft furnishings)			
Clean and disinfect hard toys daily (with detergent and water followed by bleach/Milton). Limit and stock rotate toys			
Suspend use of soft toys plus water/sand play and cookery activities during outbreak			
Segregate infected linen (and use dissolvable laundry bags where possible)			
Visitors restricted. Essential visitors informed of outbreak and advised on hand washing			
New children joining institution suspended			
Keep staff working in dedicated areas (restrict food handling if possible). Inform HPT of any affected food handlers.			
Check if staff work elsewhere (restrict) and that all staff are well (including agency). Exclude if unwell (see above re 48 hour rule)			
HPT informed of any planned events at the institution			
Inform School Nurse and discuss about informing OFSTED, if applicable.			

## **Appendix 2**

### **List of notifiable diseases**

Diseases notifiable (to Local Authority Proper Officers) under the Health Protection (Notification) Regulations 2010:

- acute encephalitis
- acute meningitis
- acute poliomyelitis
- acute infectious hepatitis
- anthrax
- botulism
- brucellosis
- cholera
- diphtheria
- enteric fever (typhoid or paratyphoid fever)
- food poisoning
- haemolytic uraemic syndrome (HUS)
- infectious bloody diarrhoea
- invasive group A streptococcal disease and scarlet fever
- legionnaires' disease
- leprosy
- malaria
- measles
- meningococcal septicaemia
- mumps
- plague
- rabies
- rubella
- SARS
- smallpox
- tetanus
- tuberculosis
- typhus
- viral haemorrhagic fever (VHF)
- whooping cough
- yellow fever
- Covid-19

### **Appendix 3**

#### **Local health protection contact information**

Get support from your local health protection team (HPT) to prevent and reduce the effect of diseases and chemical and radiation hazards. HPTs provide support to health professionals, including:

- local disease surveillance
- alert systems
- investigating and managing health protection incidents
- national and local action plans for infectious diseases

If you need to send information that might reveal someone's identity, put it in an encrypted email. Do not put personal information in the subject line.

PHE Surrey and Sussex Health Protection Team (South East), County Hall, Chart Way,  
Horsham, RH12 1XA  
PHE.sshpu@nhs.net  
Phone: 0344 225 3861 (option 1 to 4 depending on area)  
Out of hours for health professionals only: please phone 0844 967 0069

## **Appendix 4**

### **Useful links**

Exclusion Table:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/789369/Exclusion\\_table.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/789369/Exclusion_table.pdf)

Covid-19 Public Health England Guidance:

<https://www.gov.uk/coronavirus/education-and-childcare>

Public Health England pet and animal contact:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-8-pets-and-animal-contact>

Public Health England advice on specific diseases and infections:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-9-managing-specific-infectious-diseases>

NHS Immunisation information:

<https://www.nhs.uk/conditions/vaccinations/>

Health protection in schools and other childcare facilities information:

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

Children and Family Health Surrey school nursing

<https://childrenshealthsurrey.nhs.uk/services/school-nursing-general>

Public Health England School Zone- e-Bug stop germs spreading with fun e-Bug resources

<https://campaignresources.phe.gov.uk/schools>