

MEATH GREEN JUNIOR SCHOOL



POLICY FOR HEALTH AND SAFETY

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

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

Governor Committee Responsible:	Health and Safety
Governor Signature:	
Policy Originator:	Committee Chair (based on model policy from Strictly Education)
Review Period:	Annual
Status:	Statutory
Reviewed:	Autumn 2022
Next Review Date:	Autumn 2023

This policy statement supplements the general statements of policy issued most recently by the Surrey County Council, and obtainable via SCC website.

Throughout this Model Policy, reference is made to Surrey County Council Health and Safety Policy. Where Surrey County Council is the employer i.e. Community and Voluntary Controlled Schools, this policy must be followed.

In Foundation and Voluntary Aided Schools the Governing Body is the employer and must provide a Health and Safety Policy. These schools are welcome to adopt and follow the Surrey County council guidance

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

1. The Governing Body & Headteachers of Meath Green Junior School:

- Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors,
- Act in accordance with the general health H&S policy of Surrey County Council.
- Require all managers, in the school community, to act in accordance with SCC/School H&S policy and procedures, and require same of persons that they supervise and take responsibility for.

2. The Governing Body & Headteachers will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:

- A school/workplace in a safe condition.
- A safe working environment.
- Safe systems of work.
- Safe plant and equipment.
- Safe access and egress to all areas of the school.
- The safety of articles and substances for use at work and in school.
- Sufficient Instruction and Training Supervision

3. In support of the above, the Governing Body & Headteachers will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for the significant finding to be properly incorporated into the school's H&S procedures.

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*Paul Hoskins and Juliet Wyatt, **Joint
Chairs of Governors***

*Patrick Amerio & Serena Beasley,
Headteachers*

Date

Date

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

The following H&S organisational structure, and roles and responsibilities are approved by the Governing Body & Headteachers of Meath Green Junior School.

1. The Governing Body

The Governing Body approves the H&S 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 Policies. The Governing Body will specifically:

- 1.1 Include Health and safety targets in the School Development Plan. Targets may include,
 - Provision of facility for health and safety purposes.
 - Reductions in accidents/incidents.
 - Training for Governors/staff, and
 - revision of policy/procedure
- 1.2 Nominate a Governor (H&S) as an H&S link between the Governing Body and the wider school community, who will stay up to date with school H&S initiatives and inform the Governing Body accordingly.
- 1.3 Be informed and updated of Surrey County Council's H&S Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC behalf.
- 1.4 Ensure that H&S is an agenda item on full Governing Body termly meetings, and receive a termly H&S report from the Headteachers at this time. This report should include information on,
 - Progress of the H&S targets in the SDP.
 - Accident/incident analysis
 - Relevant H&S information received from SCC or its Advisers.
 - Suggestion on future H&S initiatives.
- 1.5 Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.

2. Headteachers

As Senior Managers for the premises, and of all on & off site school related activities, the Headteachers are responsible for the day to day management of H&S. The Headteachers will advise SCC/Governors of any H&S issue where their support or intervention, either via system or finance, is necessary & appropriate in order to effect the requirements of this policy. In particular the Headteachers 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
 - Assessments are monitored and reviewed as necessary.
- 2.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- 2.4 Appropriate staffing levels for safe supervision are in place.
- 2.5 An adequate schedule of inspection & maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
- The fabric of the building.
 - Play equipment.
 - Fire appliances.
 - Boiler/heating systems.
 - Portable electrical appliances.
 - Water systems.
 - Swimming pool.
 - First Aid/medical facility and equipment.
 - Premises staff equipment.
 - Curriculum specific e.g. gymnasia and fume cupboards
- 2.6 An adequate needs analysis of H&S training is undertaken for schools staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
- Headteachers H&S awareness
 - H&S Induction training (all new and temporary staff)
 - Emergency/Fire Training for the whole school community.
 - First Aid
 - Risk Assessment
 - H&S Co-ordinator
 - Lifting and Handling
 - Working at Heights,
- and any further specific H&S training identified by the training needs analysis as being necessary and appropriate.
- 2.7 Adequate and easily retrievable health and safety training records are available and up to date.
- 2.8 The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- 2.9 A termly H&S report is provided to Governors.

- 2.10 The school cooperates and participates in the County's H&S 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.
- 2.15.1 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the means of escape.
- 2.15.2 An appropriate Deputy is suitably instructed to take day to day responsibility for H&S in the absence of the Headteachers.

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

3. Deputy Headteacher

The Deputy Headteacher will take on the above responsibilities in the absence of the Headteachers.

4. Line Managers

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

- 4.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
- 4.2 All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the school's procedure.
- 4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- 4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.

- 4.5 H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Headteachers, and a report to the Headteacher is provided where necessary.
- 4.6 The H&S training needs of staff are identified and the Headteachers informed accordingly.
- 4.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- 4.8 New transferred and temporary staff receive appropriate H&S induction training.
- 4.9 First aid provision is adequate.
- 4.10 Pupils are given relevant H&S information and instruction.

5. Teaching Staff [Including supply]

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

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

6. Premises Officer

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

- 6.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- 6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.

- 6.3 That periodic H&S inspections are carried out at a timescale agreed by the Headteachers, 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&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.

7. Health and Safety Co-ordinator

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

- 7.1 Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Headteachers where necessary.
- 7.2 Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Headteachers of any deficiencies.
- 7.3 Carrying out, with the Headteachers and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- 7.4 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 7.5 Advising the Headteachers 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 and safety inspections, ensuring all areas of the establishment and all activities are covered.
- 7.8 Reporting to the Headteachers any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- 7.9 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- 7.10 Ensuring that all Senior Managers (including Heads of Departments) are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

8. All Employees [including temporary & volunteers]

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

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

- 8.1 Participate in the school's risk assessment process and comply with findings.
- 8.2 Report any defects in the condition of the premises or equipment of which they become aware.
- 8.3 Report all accidents/incidents in accordance with the school's procedure.
- 8.4 Be familiar with the procedure to be followed in the event of a fire/emergency.
- 8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- 8.6 To follow all relevant codes of safe working practice and local rules.
- 8.7 To report any unsafe working practices to their Line Manager.

9. Staff Safety Representatives (if applicable)

Health and safety at work law provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. Where the Governing Body/Headteachers 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 and safety or welfare at work.
- 9.3 To make representations to the Headteachers on matters affecting the health, safety and welfare of employees.
- 9.4 To carry out workplace H&S 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

10. Health and Safety Committee

The school has established an H&S Committee, a Sub Committee to Resources, which meets twice per year. The main purpose of the Committee is to complete a Health and Safety inspection and identify defects; to consult with staff on H&S issues, and agree H&S procedures; to inspect and monitor Accident and Illness records. Minutes of the H&S Committee are copied to Governors for Resources and Full Governing Body meetings. Membership of the H&S Committee may include:

- 10.1 Headteachers
- 10.2 Governor Representative
- 10.3 Health & Safety Co-ordinator
- 10.4 Year Group Leaders
- 10.5 Safety Representatives
- 10.6 Premises Officer
- 10.7 Caterer in Charge

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

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

1. Access Control/Security

Visitors enter the school via the main entrance which has security access control. Visitors press a buzzer and are given access after visual check by office staff. Once pupils are in school in the morning, all gates are locked to secure pupils and staff, except the main vehicle entrance gates and pedestrian gate. In the event of a security alert or required evacuation the Headteachers or other Senior Leadership Team member initiate agreed procedure. Staff challenge strangers without a visitor badge and are conscious of security at all times.

2. Accident Reporting, Recording & Investigation

All minor accidents and treatment are recorded in the accident book in the medical room. The senior school assistant is responsible for all reports to Surrey County Council. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) are adhered to as described in the Surrey County Council Safety Manual and are the responsibility of the Headteacher. See also Emergency Procedures file for guidance as to recording and reporting a critical incident.

3. Asbestos

The school has an asbestos survey dated 15th May 2018 which is located in the Headteachers' office and a copy in the Premises Officer's office.

Asbestos re-inspections were carried out on 22nd October 2010, 25th July 2012 and 27th May 2016 with a follow up on 7th June 2016 and 1st July 2016 - these reports are in School Business Manager's office. The surveys have been completed by WYG Environment.

All contractors are made aware by the Premises Officer of the location of asbestos.

The school follows guidance in the Surrey County Council Safety Manual.

4. Contractors

In addition to following the usual Child Protection procedures. All contractors and visitors entering the premises are required to sign in and wear a visitors' badge. They are alerted to important health and safety information. In addition, contractors are advised about the location of asbestos and asked to sign in the asbestos register to acknowledge that they have received this information. The asbestos register is available for contractors to inspect prior to commencing work on school premises. Contractors are selected and agreed through discussion at committee meetings of Resources and Health & Safety.

5. Curriculum Safety [including out of school learning activity/study support]

The Risk Assessments schedule is located in the Headteachers' Office where a schedule showing when Risk Assessments are required. The school follows appropriate guidelines from Surrey County Council with regard to Health and Safety in Drama, PE and Swimming. Staff Meetings include reference to the BAALPE document "Safe Practice in Physical Education and School Sport"

The use of practical equipment during lessons is encouraged. We recognise the benefits of children being given the opportunity to conduct experiments for themselves. Risk assessments are carried out and safety is paramount. Where there are any concerns or queries the subject coordinator should be consulted.

6. Drugs & Medications

The folder entitled "Pupils' Health and the Administration of Medicines" is situated in the school office along with a file containing pupil's medical details. Any medicines which have to be administered to a child during the day must be handed into the school office with clear instructions signed by the parent. The school keeps an asthma register. Children may carry their own inhaler however, most are kept in the medical room and are self-administered and records kept.

We take steps to store medicines and make them reasonably available for children. There are, however, no legal or contractual requirements for teachers to administer medication. If children cannot manage, parents should be offered the facility of coming into school. If this is not possible, first aid staff may volunteer to help. Any member of staff volunteering should have the necessary training made available. Where regular, demanding needs are required to be met, special arrangements may be made via the physical disability service.

The following points should be noted where children are administering their own medicines or if it is being administered by the First Aider.

- An Administration of Medication Consent Form must be filled in by the parent for every medication detailing times and dosage clearly.
- All medicines must be in its original container and clearly labelled with the child's name on both the outer and inner containers where appropriate
- There should be written instructions on the medicine container or from parents or other competent authority to indicate when the medicine is to be taken and how much constitutes a normal dose
- Medicines will be kept in the medical room in a locked cabinet. The only exception is where children need the medication with them as with inhalers and epi pens
- Periodic checks will be made to ensure that no medicines have been left in the cupboard beyond the period of administration detailed on the Administration of Medication Consent Form. Whenever possible no medication should be discarded in school but rather sent home in the same way they were originally brought to school.
- Children will not remove their medicines from the medical room when doses are being taken
- A member of staff will observe a child taking their medicines and sign to record that this has taken place

7. Electrical Equipment [fixed & portable]

No electrical appliances are allowed on the school premises without the appropriate portable appliance testing. The Premises Officer has received training to a level at which she can competently carry out user checks, visual inspections and combined inspections and testing of portable appliances with a specific tester. These checks are carried out to the time scale as prescribed by SCC.

8. Fire Precautions & Procedures (and other emergencies)

The Fire Risk assessment is carried out as required and is the responsibility of the Health and Safety Committee. Evacuation Drills take place every term and are the responsibility of the Headteacher- they are recorded in the Fire File. This file also contains arrangements for evacuation drills, assembly points and escape routes. The evacuation procedure is also found in the Emergency Procedures file situated in the Headteachers' office and the main office. Innovation Fire & Security respond to any activation of the alarm. They will only call keyholders if there is an intrusion or problem.

9. First Aid

A list of those holding current First Aid qualifications is held in the school office. It is monitored by designated people who are First Aid trained. First Aid bags must be taken on all off-site visits. In case of concern about the health of an individual the following precautions should be followed:

1. the child is attended to by a qualified first aider
2. the injury/concern is checked and an assessment made of the level of treatment needed
3. a decision will be communicated to the class teacher and or headteachers/secretary as necessary
4. parents are informed when necessary and always if there is a head injury

Levels of action include:

- treatment on school premises for minor ailments/accidents – Minor Accident Book
- treatment on school premises – telephone call to parent to inform of the nature of the incident/accident – Minor Accident Book
- parents contacted immediately – Accident Book – LA informed if sufficiently serious via OSHENS online report
- if parents are unavailable and the injury is considered to be sufficiently serious then removal to hospital – Accident Book – LA informed
- if a very serious injury or there is any uncertainty about the level of severity an ambulance will be called immediately and parent informed
- appointed personnel in the school office are responsible for implementing the above
- first aid boxes and grab bags are kept in the first aid room and maintained by appointed personnel.

10. Glass & Glazing

All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard, assessment of premises to establish whether there are areas which are unsuitable for use by children due to glass being of low standard.

11. Hazardous Substances

The hazardous substances on site are chemicals for the swimming pool and some spare cans of paint. These chemicals are kept in secure double door storage in the veranda building. When handling pool chemicals a second person must be in attendance. The handler must know the rules on selection and use of substances, hazard data sheets, selection and use of protective equipment, storage arrangements, staff health surveillance. Cleaning Chemicals for use around the school are locked in the Premises Officer's cupboard or the cleaning store.

12. Health and Safety Advice

A member of staff who requires advice on a health and safety issue should contact their Year Group Leader in the first instance and then the Headteachers if necessary. The School Business Manager is also available for general advice.

The Health and Safety website at Babcock 4S is also available to provide advice (<http://www.babcock4s.co.uk>). If the information sought is not available then the Surrey Risk Assessment Team at Surrey County Council can be consulted. The School Business Manager will be able to provide contact details.

For health and safety advice on 'off-site' activities please contact Patrick Amerio, Headteacher and Education Visits Coordinator.

13. Housekeeping, cleaning & waste disposal

- Bins emptied on a daily basis
- suitable warning signs are displayed on wet floors where a slip hazard is likely to occur
- all external waste bins are secured and located away from children
- broken glass is wrapped in paper before appropriate disposal
- surgical or sharp objects are disposed of in the sharps bin

14. Handling & Lifting

All members of staff are aware of appropriate manual handling activities involved in their day to day activities.

Children will only move heavy objects under appropriate supervision.

15. Jewellery

The school follows the county guidelines in allowing only one stud earring per ear and a watch to be worn. Children must remove their own earrings before PE activity.

16. Lettings/shared use of premises

Refer to lettings policy last reviewed Autumn Term 2021.

17. Lone Working

If you are working alone in the building or in an isolated situation, take the following precautions:

- Tell somebody where you are and what time you will be home
- Ensure that entrances are secure – ensure that the main entrance is bolted and that you can get out of another door in case of an emergency without using a key

- If you are the last member of staff to leave ensure that the door through which you leave locks behind you
 - If anyone suspicious attempts to enter the building or you see or hear anything suspicious contact the police using the telephone in the Headteachers' room, main office or mobile phone
 - Always be alert when leaving the building
- 18. Long Term Evacuation Plan**
All details are to be found in the emergency procedures file located in the school office.
- 19. Maintenance / Inspection of Equipment**
The PE equipment and adventure playground is inspected annually by Surrey County Council. Individual staff are responsible for ensuring PE equipment is fit for purpose before use. All equipment that requires periodic inspection, examination or inspection is under outside contract
- 20. Monitoring the Policy**
The Resources Committee reports once a term to the full governing body on:
- accidents/incidents
 - health and safety inspections
- 21. Personal Protective Equipment (PPE)**
There is a wide range of equipment available. Periodic checks are made to ensure equipment is maintained and within date where applicable. Where risk assessment determines PPE to be necessary or desirable, PPE will be provided free of charge and training to ensure correct usage will be given.
- 22. Playground Safety**
During morning break there are a minimum of 4 staff on duty on each playground, at lunchtime 2 midday supervisors and 4 teacher/support staff are on duty. There are also additional staff covering 1:1 EHCP children as required. Staff are aware of first aid procedures and are trained to carry out first aid when required. Staff and children are aware of the consequences of unsafe play, eg during icy/hazardous conditions, etc. The emergency procedures file is kept in the school office and will be implemented when required. Play equipment is fully checked annually by Surrey County Council who also carry out any repairs/replacement when required. A weekly visual check of the adventure playground is carried out by the Premises Officer. Grounds are inspected once per term by the Governor Health & Safety Committee which includes visual check of specific adventure playground items and basketball posts.
High-visibility cross-body straps or jackets must be worn by duty staff at breaktimes and Lunchtime Supervisors to be more readily visible. The edges of buildings, structures and sports posts are painted in contrast for higher visibility. Steps leading into the buildings are also painted in contrast for higher visibility.
- 23. Reporting Defects**
1. Any member of staff finding a defect in the building, furniture or equipment will take steps to remove the hazard or ensure that the risk is minimised and report the details immediately recorded in the Defect Log held in the Main Office. The Premises Officer or School Business Manager, in

consultation with the Headteachers or the Deputy Head, if necessary, will take steps to have the defect rectified, i.e. by a competent person

2. Details of the defect will be reported in the Defect Action Log, signed and dated
3. Any member of staff wishing to discard a faulty electrical item must inform the School Business Manager to also have this item removed from the Electrical Appliance Register.
4. The contents of the Defect Action Log will be checked regularly by the Premises Officer and School Business Manager.
5. The Defect Action Log will be checked by the Health and Safety Sub-committee.

24. Risk Assessments

Risks affecting all schools have been assessed by the local authority and arrangements to control them are located in the school's Health and Safety Manual. Risk assessments must be completed whenever there is the possibility that a hazard or danger to be encountered as part of a school activity. A list of risk assessments and pro formas are kept in the Emergency Procedures file in the Headteachers' office and are held on computer data base.

Staff should inform senior management if they notice that any risk assessment appears dated or does not deal with the potential risks encountered.

25. School Trips/ Off-Site Activities

The school follows all Surrey guide lines for educational visits, which are overseen by the Educational Visits Co-ordinator.

26. School Transport

See School Minibus Policy dated Autumn 2019.

27. Smoking

The school conforms to the legal requirements of a no-smoking environment to include all premises and grounds. This also applies to school residential trips.

28. Staff Consultation

All staff have the opportunity to raise concerns through management meetings.

29. Staff Health & Safety Training and Development

All employees will be given:

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

All children will be given training in fire evacuation procedures via termly fire drills.

30. Staff Well-being / Stress

Our aim is to provide the best working environment to avoid the onset of

stress. Staff have contact details for external support from SCC.
The Governors at Meath Green Junior School recognise their responsibility for the well-being of all staff. Everyone must take responsibility for their own work-life balance and be aware of the example they are setting for others.
All staff within the school, including the Headteachers, will be supported in attaining a balanced lifestyle where they can achieve their best at work and manage other areas of their life effectively.
The strategies to support welfare and a balanced lifestyle will include:

Performance Management

School Organisation

Middle & Senior Management

Welfare

Monitoring & Evaluation

31. **Supervision** [including out of school learning activity/study support]
Staff must liaise with the Educational Visits Co-ordinator in the planning of all Educational Visits. Where necessary pre journey visits must be undertaken to inform risk assessments. After the visit all risk assessments must be reviewed. All residential visits need approval from the Local Authority and the Governing Body. All details are included in Surrey's "Guidelines for Educational Visits and Outdoor Education Activities" file. All staff and governors are required to have a current 'enhanced DBS check'.
32. **Swimming Pool Operating Procedures**
See Guidelines held by Premises Officer.
33. **Use of VDU's / Display Screens**
The school follows recommendations by Occupational Health. Staff must request training and guidance from the school office should they feel this is required.
34. **Vehicles on Site**
The management of vehicles on site is conducted away from children's accessible areas.
35. **Violence to Staff / School Security**
Any meeting with any adult whom you suspect may turn abusive must be conducted in a room that can easily be monitored and with members of staff aware and within easy reach. It may be appropriate to request that an additional member of staff is in attendance with the parent depending upon circumstances.

Should a parent/adult become abusive they should initially be asked to calm down. If they do not then they should be asked to leave the premises in a calm and non-threatening way. It might be appropriate for a member of staff to alert the police should the adult refuse to leave or if their behaviour is causing concern in any way.

If any incident has occurred a report must be completed and it may be necessary to inform the governors and/or LA for further action to be taken. Make sure you attend to your own emotional needs following any incident and seek help and support if necessary. In the case of an employee, support should be offered following an incident

In the event of it being suspected that a pupil is carrying a weapon

common sense is required but as a general rule the police should be called to deal with any incident believed to involve a threatening weapon. There may be exceptions where the circumstances appear to be wholly innocent and the matter can be dealt with in accordance with the school's behaviour policy. If in any doubt, call the police.

In exceptional circumstances staff may decide that they need to take action before the police arrive. Where possible, staff should not confront a pupil in the presence of other pupils. Preferably two or more members of staff should divert the pupil or person to a place where no other pupils are present.

36. Working at Height

The Work at Height Regulations 2005, as amended by the Work at Height (Amendment) Regulations 2007. The Regulations apply to all work at height where there is a risk of someone falling from a higher level.

A third of all reported fall from height incidents involve ladders and stepladders. On average this accounts for **14 deaths** and **1200 major injuries** to workers each year. Many of the injuries are caused by inappropriate or incorrect use of the equipment. A risk assessment should be carried out.

The hierarchy of controls in a risk assessment are:

- ☐ Firstly to avoid work at height where possible
- ☐ Then to prevent falls from height and, failing that
- ☐ To reduce the consequences of a fall

Always use the correct equipment if you have to work at height. This includes all work that necessitates you to stand on something to achieve the task. Desks and chairs **do not** comply. Your department may have to invest in a kick stool or a small step ladder so that the task can be completed safely. Teachers/Teaching Assistants using step ladders or other access equipment to put up displays or retrieve resources from a higher level must:

- ☐ carry out a pre-use check that the ladder is in good condition
- ☐ make sure there is enough space available to fully open the ladders
- ☐ use any locking devices
- ☐ check the ground is firm and level
- ☐ check floors are clean and not slippery

also that

- ☐ the work is of short duration (maximum 30 minutes)
- ☐ light work (up to 10kg)
- ☐ do not work off the top two steps unless you have a safe handhold on the steps
- ☐ maintain three points of contact (hands and feet) at the working position
- ☐ avoid side-on working
- ☐ do not overreach – make sure your belt buckle (navel) stays within the stiles and keep both feet on the same rung or step throughout the task
- ☐ any work over a height of 6 feet must be notified to the School Business Manager

37. Work Experience

Arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement within our establishment are covered by Surrey County Council arrangements for work experience – **Trident**.