



The Greville Primary School

Health, Safety and Welfare Policy

Last Update: November 2025

Governors' Committee Responsible:	Business Committee
Policy Originator:	Sally Thorne
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Status	Statutory

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Health, Safety and Welfare Policy

The Greville Primary School

Part 1:

Statement of general policy on health, safety, and welfare

The Governing Body and Headteacher of The Greville Primary School:

1. Recognise and accept our responsibilities to provide, as far as is reasonably practicable, a safe and healthy working environment, ensuring the welfare of all employees, pupils, visitors, and any other persons who may be affected by our work activities.
2. Act in accordance with the general health and safety policy of Surrey County Council.
3. Recognise that good wellbeing is integral to our organisational and business performance and is significantly improved by reducing injuries and ill health, protecting the environment and reducing unnecessary losses and liabilities.
4. Adopt and promote safe working practices and high standards. The most effective approach to preventing occupational ill health, injury and loss is by systematic identification and control of risk. We will strive to improve our performance in reducing and controlling the risks we face. We will meet both common law and statutory health and safety duties.
5. 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 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.
6. 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.
 7. Require all staff to actively support the school's responsibilities by working with due regard to the safety of themselves and others. We expect a similar approach from contractors, partners and volunteers, and from other visitors who use our facilities or visit premises.
 8. 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.

[Insert signature/ date]



Trevor Hood, Chair of Governors

Duncan Steele, Headteacher

Part 2:

Organisation and responsibilities for health, safety, and welfare

The employer

Surrey County Council as the employer in Community and Voluntary Controlled schools has a statutory duty in respect of health and safety to ensure that premises and people are healthy and safe.

The responsibility is devolved to the Headteacher who has day to day responsibility for staff, pupils, and others, as 'officer in charge' of the premises.

The Headteacher will ensure the overall implementation of this policy.

The governing body

Strategic responsibility for health and safety lies with the governing body of the school either as the employer of school staff, or because it controls school premises (or both). The role of the governing body is to ensure clarity of vision, ethos, and strategic direction. It approves the health and safety 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 health and safety policy.

The governing body will specifically:

1. Revision of policy/procedure
2. Nominate a health and safety governor as the link between the governing body and the wider school community, who will stay up to date with school health and safety initiatives and inform the governing body accordingly.
3. Be informed and updated of Surrey County Council's health and safety policy and receive advice and support from relevant officers of the Council, or advisors acting on their behalf.

4. Ensure that health and safety is an agenda item on Business Committee-termly meetings and receive a termly health and safety report from the Headteacher currently. This report should include information on:
 - Accident/incident analysis
 - Relevant health and safety information received from the Council or its advisors.
 - Suggestion on future health and safety initiatives.
5. Facilitate any necessary review of the school's health and safety policy and procedure as may become apparent through the strategies above.
6. Take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils, or visitors at risk while they are on the premises; ensuring adequate provision is made for maintenance of the school premises and equipment.
7. Tackle risk aversion, helping to provide a wider sense of perspective and helping the school to get the balance right on managing risk.

Headteacher

As the 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 health and safety. They will advise the Council/governors of any health and safety issue where their support or intervention, either through system or finance, is necessary and appropriate to affect the requirements of this policy. They will ensure that:

1. The contents of this policy are brought to the attention of all relevant persons.
2. A process for risk assessments is applied within the school.
3. Appropriate control measures are implemented.
4. Assessments are monitored and reviewed as necessary.
5. There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
6. Appropriate staffing levels for safe supervision are in place.
7. An adequate schedule for inspection, maintenance and statutory assessments is in place to ensure a place of work in a safe condition and a safe working environment, in line with DfE's Good Estate Management in Schools, which will include:
 - The fabric of the building
 - Play equipment
 - Fire appliances
 - Boiler/heating systems
 - Portable electrical appliances
 - Water systems
 - Swimming pools, water features and safety around ponds
 - First aid/medical facility and equipment
 - Premises staff equipment
 - Trees
 - Curriculum specific e.g. gymnasium and fume cupboards
8. An adequate needs analysis of health and safety training is undertaken for school staff and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
 - Headteacher health and safety awareness and asbestos management training (as the Responsible Person)
 - Health and safety induction training (all new and temporary staff including agency)
 - Emergency/fire training for the whole school community
 - First aid
 - Risk assessment
 - Health and safety coordinator
 - Manual handling
 - Working at height

9. Any further specific health and safety training identified by the training needs analysis as being necessary and appropriate will also be considered and carried out.
10. Adequate and easily retrievable health and safety training records are available and up to date.
11. The school secures and maintains an arrangement for obtaining competent health and safety advice as required by the Management of Health and Safety at Work Regulations 1999.
12. A termly health and safety report is provided to the Business Committee
13. The school cooperates and participates in Surrey County Council's health and safety monitoring arrangements.
14. An Educational Visits Coordinator (EVC) is appointed and trained accordingly.
15. Contractors (including catering, cleaning, and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
16. Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents, and timely review and sign-off of reports.
17. Emergency/fire arrangements are formulated and reviewed as necessary and tested at least termly.
18. The fire risk assessment is reviewed annually and/or whenever significant changes or building work might affect the means of escape. The Headteacher is the responsible person as required by the Regulatory Reform (Fire Safety) Order 2005.
19. May delegate functions to other staff (e.g. a health and safety coordinator) who may be tasked with the health and safety 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.

Deputy Headteacher

The Deputy Headteacher will take on the above responsibilities in the absence of the Headteacher. Assistant heads can provide support to Deputy Heads who retain overall responsibility.

Managers

1. 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. Line managers will ensure that:
 - 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.
 - All accidents and incidents occurring within their areas are reported, recorded, and investigated in accordance with the school's procedure.
 - All persons they manage or are responsible for, are aware of their specific roles in case of fire emergency.
 - Any equipment/appliance which has been identified as being unsafe is removed from service.
 - Health and safety inspections are carried out within their areas of responsibility within a timescale agreed with the Health & Safety Committee, and a report is provided to them where necessary.
 - The health and safety training needs of staff are identified and the Headteacher informed accordingly.
 - Staff are properly consulted on any matters that may affect their health or safety whilst at work.
 - New transferred and temporary staff, including agency workers, receive appropriate health and safety induction training.
 - First aid provision is adequate.
 - Pupils are given relevant health and safety information and instruction.

Teaching staff (including supply)

Teaching staff are responsible for the health and safety of all pupils under their control and must ensure:

1. Effective and appropriate supervision of the pupils that they are supervising.
2. That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
3. They are familiar with the school's health and safety policy and any arrangements specific to their own department.
4. That emergency procedures in respect of fire, emergency evacuation, emergency lockdown and security, and first aid are carried out.
5. Where relevant, that all personal protective equipment (PPE) is suitable and in good condition prior to issue and removed from use if found to be defective. PPE must be properly looked after and stored when not in use, e.g., in a dry, clean cupboard. If it is reusable it must be cleaned and kept in good condition.
6. Where relevant, safety devices such as machinery guards are in good condition, maintained and are used in accordance with good practice, following manufacturer's instructions to allow us to comply with safety legislation.
7. They report any defective equipment to a member of the premises team.
8. All accidents and incidents are reported, including near misses, and the correct reporting procedure is followed.

Premises Manager

The Premises Manager is responsible to the School Business Manager and will ensure:

1. The removal from service of any item of furniture, apparatus, or equipment which has been identified as unsafe.
2. That any identified hazard is appropriately removed, isolated, or contained as necessary to prevent danger.
3. That periodic health and safety 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 inspections may be carried out with others such as governors, health, and safety coordinator etc.
4. That persons they supervise only undertake work for which they are competent.
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. That all staff work in accordance with safe working practices issued by the school, and the Council.
7. That all contractors on site are aware of the emergency evacuation procedures and have sight of the school health and safety policy as appropriate to their work
8. That all contractors view the school's Asbestos Management Plan and Asbestos Register prior to commencing works that may involve working in areas with the potential of disturbing asbestos and that the arrangements set out in the Asbestos Management Plan are followed, including that no works shall be undertaken on the fabric of the building without an intrusive survey being undertaken.
9. Inform all contractors of any known hazards which might affect them whilst at work.
10. Support the health and safety co-ordinator in undertaking or arranging checks, inspections, statutory assessments, and examinations in accordance with the DfE's Good Estate Management in Schools by suitably competent persons and ensuring that records are kept locally.

Health and safety co-ordinator

The Headteacher may appoint or nominate a health and safety coordinator to carry out specific functions. This has been delegated to the Premises Manager, which may include:

1. Having an overview of the school's health and safety policy and arrangements, bringing amendments to the attention of the Headteacher and School Business Manager where necessary.
2. Overseeing and supporting the school's risk assessment/risk management process and advising the Headteacher of any deficiencies.
3. Ensuring all inspections, statutory assessments, and examinations including for management of asbestos and legionella, are carried out in accordance with the DfE's [Good Estate Management in Schools](#) by suitably competent persons and that records are kept locally.
4. Ensure that all staff and all contractors on site follow the school's arrangements for managing asbestos set out in the Asbestos Management Plan, including that no works shall be undertaken on the fabric of the building without an intrusive survey being undertaken.
5. Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
6. Arranging termly evacuation drills and weekly fire alarm tests etc.
7. Advising the Headteacher and/or the Council of any defect in the state of repair of the building or its grounds, which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
8. Arranging for the repair, replacement, or removal of any item of furniture or equipment which has been identified as unsafe.
9. Coordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
10. Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
11. 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.
12. Ensuring that all senior managers Year Group Leaders are kept informed of the names and details of those persons appointed to provide competent health and safety advice.
13. Carry out health and safety functions in school and maintain an overview of the health and safety organisation and management of the school, and report to the Headteacher accordingly.

All employees (including temporary and 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 health and safety responsibilities. All employees must:

1. Participate in the school's risk assessment process and comply with findings.
2. Report any defects in the condition of the premises or equipment of which they become aware via the Every system.
3. Report all accidents/incidents in accordance with the school's procedure.
4. Be familiar with the procedure to be followed in the event of a fire/emergency.
5. Make use of personal protective equipment provided for safety or health reasons.
6. Follow all relevant safe working practice and local rules.
7. Report any unsafe working practices to their line manager.

Safety representatives

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/Headteacher is notified in writing of an appointment, the safety representative shall have the following functions:

1. To investigate potential hazards, dangerous occurrences and examine the causes of accidents and near misses in the workplace.

2. To investigate complaints by any employee they represent relating to that employee's health, safety, or welfare at work.
3. To make representations to the Headteacher on matters affecting the health, safety, and welfare of employees.
4. To carry out workplace health and safety inspections, subject to reasonable notice to their line manager, and present findings to the Headteacher.

If two or more union-appointed health and safety representatives request in writing that you set up a health and safety committee, you must do so within three months of the request.

Names of trade union appointed safety representatives

Name	Union	Area Covered

Alternative consultation arrangements:

<u>Name of Employee Representative:</u>	
<u>Contact details:</u>	

Health and safety committee (membership to be determined locally)

Individual schools may decide that suitable consultation can be achieved in school via existing arrangements, and that a formal staff health and safety committee is not required. If this is the case, then the school health and safety policy should demonstrate (in this section) the school's own strategies for ensuring that all staff have a real opportunity to discuss the health and safety issues affecting them (including risk assessment), and to influence as appropriate the school's continuing policy and procedures.

The school's strategy for ensuring that all staff have an opportunity to discuss and communicate health and safety issues is:

1. We use the Every software system that allows all staff to log, comment and request support with any health and safety concern or issue instantly, via a desktop link on all school PCs, and laptops. These are logged, tracked and prioritised, with electronic updates and resolutions provided.
2. The Premises team carry out regular daily, weekly, termly inspections around the school, engaging with staff.
3. A termly health and safety report is produced by the Premises team on key issues, actions and longer-term plans. This is presented and discussed with the Headteacher and School Business Manager termly.
4. Health and safety training for all staff is provided at inset days by the Premises team. Questions are answered and any comments noted.

It is a legal requirement to consult with employees on health and safety issues. A safety committee is where formal consultation with employees takes place, but individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns.

Health and safety is an item on staff meeting agendas when required.

Part 3:

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

Children's accidents requiring first aid are recorded in a book kept in the medical room, or in the first aid books in the playground at lunchtimes.

Any accident to pupils or staff requiring medical intervention should be reported to a member of the office staff. These accidents are reported under RIDDOR and using the Surrey on-line reporting system (surreycc.oshens.com) including:

- Accidents that cause injury, ill health or damage to anyone in school except minor injuries (for example grazes) which are recorded locally.
- Violence, verbal abuse, or threats, including if a person has been physically assaulted, incidents of verbal abuse where it has a significant impact on them or their mental health, or where they felt threatened.
- Near miss events that could have potentially resulted in a moderate or above injury, as reporting provides valuable insights to help prevent future incidents.
- Specified Dangerous Occurrences – HSE definitions cover certain incidents with a high potential to cause death or serious injury.

All accidents and incidents are investigated, and the 'Initial Review' is completed within 7 days. Any report that meets the threshold for further reporting to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) will be duly reported in the statutory timeframe. We will contact the [SRM team](#) for support and advice in the first instance.

2. Asbestos

The school's written Asbestos Management Plan (AMP) sets out its arrangements for managing asbestos and is reviewed annually or upon any significant change.

The employer is the designated 'Duty Holder' and the Responsible Person and their Deputy named in the AMP have been delegated to assist with the management of asbestos. The school's AMP contains the following information:

- The Asbestos Register
- The Asbestos location drawings showing the location of known Asbestos Containing Materials (ACMs)
- Site Asbestos Management Arrangements
- Emergency Procedures
- Site Asbestos Record

The AMP covers arrangements for safely managing any works by internal staff or external contractors, the re-inspection of known ACMs by a competent asbestos surveyor at least every 12 months, information and instruction to staff. Asbestos management training is provided for Responsible Persons and their Deputies and asbestos awareness training is provided to staff in a role liable to disturb asbestos.

We have very little asbestos in the school:

- Boiler room ceiling- no access to staff or pupils other than Premises Manager/Premises Assistant/Headteacher/Office Staff.
- The floor tiles in classroom number 56 have traces of asbestos, which are encapsulated under vinyl and are checked for damage by the Premises Manager. The teacher is fully aware of this and knows to report any damage to the Premises Manager immediately. Asbestos reminders are provided at the September inset day to ensure any staff moving to an area with asbestos for the new academic year are reminded.
- Under the floor in the old part of the building in the ducts. These cannot be checked as they are not accessible. However, during the school expansion project certain areas were tested and deemed to be mineral materials and not harmful asbestos.

All contractors read and sign the current Asbestos Management Plan and Asbestos Register prior to any work being carried out. The school ensures the requirements of the Asbestos Management Plan is followed.

3. Contractors

- For work on site over £10,000 three tenders would be sought.
- Contractors provide the school with a quote, method statement, risk assessment and a copy of their public liability insurance certificate.
- When contractors visit the school site the Premises Manager or School Business Manager would ensure they are provided with all relevant information regarding the building, health and safety issues and working arrangements.
- All contractors read and sign the current Asbestos Management Plan and Asbestos Register prior to any work being carried out.
- The Premises Manager is responsible for monitoring contractors work methods.
- Ongoing maintenance contracts are put out for tender if the quality, price or availability becomes a concern.
- Other schools and Surrey County Council are consulted for contractors.
- For major capital building projects the school will work with Surrey County Council e.g. boiler replacement project and Surrey will take the lead in the project, sourcing tenders etc.
- Ideally work is booked for outside school hours, however this is sometimes unavoidable, due to contractor availability, or an emergency situation. Any contractor onsite will sign in and out at reception and wear a visitor's badge. If a contractor does not hold a DBS the Premises Manager will remain with them on site.

4. Control of safe handling and use of hazardous substances

- There are very few hazardous substances in the school. We do not use bleach in the school.
- The cleaning materials used by the external contract cleaners are non hazardous. There are three cleaners cupboards which are kept locked.
- There are a couple of chemical cleaners used by the Premises Manager, which are locked away with no access for children, staff, or the external cleaning contractor. Only the Premises Manager has a key and access.
- The Premises Manager has attended a course on storing and handling hazardous materials.
- Petrol machinery is stored in a locked metal shed, a safe distance from buildings. A maximum 20 litres of fuel is stored in an inflammable fireproof container. Fuel is drained from equipment post use.
- COSHH assessments and Safety Data sheets are located in the main office near the medical room to ensure accessible if required and this is updated when work activities change.
- CLEAPSS Hazards location – This is not applicable for The Greville Primary School as this is the management of chemicals relating to specific science experiments

- Risk Assessments are reviewed in line with their rating guide. All school risk assessments are located on the Every platform where they can be reviewed and amended where necessary. Review dates are prompted as an electronic notification and completion dates monitored. The current school risk assessment folder is located in the Premises Office where they can be accessed by all staff.

5. Curriculum safety

- Teaching staff are required to undertake suitable risk assessments prior to commencing hazardous activities and off-site activities.
- Training on how to use the main hall gym wall equipment is available upon request from the PE Lead.
- Instructions of using the main hall seating in a “how to” guide located in the main office. Three members of staff are currently trained in the operation of this item.
- The staging is erected and dismantled by the Premises Manager as and when requested, with assistance from one other member of staff.
- The operation of the ovens in food technology room is available upon request from the Premises Team. The room remains locked and accessed by the security code that staff are aware of.
- For safety relating to specific curriculum subjects please refer to their policies and guidelines and Surrey’s Health and Safety Manual.

6. Display screen equipment

Staff who make significant use of Display Screen Equipment (DSE) should report defects in workstation to Eduthing via the logging system, or alternatively call Eduthing (details provided to all staff in their lanyard badges).

Advice on maximum time to be spent on DSE without break, arrangements for eyesight testing. HSE guidance is given with joining paperwork for new staff member 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 Premises Manager has been trained and is qualified for PAT testing equipment in school.
- The Premises Manager carries out PAT testing on an annual rolling basis on all equipment in school. A record of the inspection is completed and copies are held within the Fire Safety folder in the school safe.
- Should a member of staff be concerned about an item, or wish to bring in a new item on to the premises they must inform the Premises Manager via the Every system. The Premises Manager will then action appropriately and decide on the suitability of new equipment. Covered in the staff induction plan.
- A qualified electrician carries out a five year inspection on fixed wire testing. (certificates available in hard copy and electronic version). Prior to work commencing they will provide a method statement, quote, risk assessment and a copy of their public liability insurance.

8. Emergency procedures

The Greville Primary School 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.

Our school has a lock down alarm system and policy 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

- Annually the Premises Manager ensures a fire risk assessment is undertaken, which is held in the fire book in the safe and in the grab bags.
- Fire extinguisher and fire blanket testing and servicing is carried out annually by Safe IS
- Lightning conductor testing and servicing is carried out annually by an external provider.
- Safe IS test and service the fire alarm system twice per year.
- Weekly the Premises Manager checks call points on a rotating cycle and Safe IS service and check on an annual basis.
- Monthly the emergency lighting is tested by the Premises Manager and an annual service is carried out by Safe IS.
- Fire drills are carried out termly for the whole school, this is recorded by the Headteacher in the fire book held in the safe. Fire drills are carried out at different times of the day to capture varying scenarios and pupil locations.
- All classrooms have an exterior door to allow for quick exits to the fire assembly point in the rear playground
- Doors are not locked and fire exits are kept clear at all times and fire doors closed.
- Upon the fire alarm sounding the office staff are responsible for collecting and taking out visitor and staff signing in information from the Entrysign system, the high visibility jacket for the Headteacher, fire book, pupil contact details, keys for the gates for fire engine access and walkie talkies. Due to having electronic registers, Teachers and Learning Assistants account for their pupils.
- Dedicated staff have a duty to act as a sweeper and ensure their area of the school is clear of staff, visitors and pupils.
- The fire sweeper list is reviewed every September for the start of the new academic year, or when someone leaves that is a sweeper.
- Admiral monitor our fire alarm and on activation they are alerted. A call is made to the school and either they are briefed that it is a fault and if no answer they will alert emergency services.
- Emergency services will be informed of location and if anyone is in the building on arrival.
- Formal staff fire training takes place every 3 years. However, each term fire procedures are discussed at staff meetings following a drill and fire procedures are covered as part of a new employee's induction.
- Fire Marshalls and Sweepers are provided with formal fire online training annually.
- Annual fire reminder training is covered by the Premises Manager at the September inset day to convey any changes or updates.
- Internal doors that close on the sounding of the fire alarm are checked weekly to ensure they are functioning correctly.
- A fire box is located in the school foyer for sole use of the giving information upon arrival of the Fire Service.
- Morning and afternoon registers are printed to confirm pupil numbers at the evacuation point

10. First aid

- All staff receive first-aid training every 3 years on the January inset day. New starters that join in between complete an online training session.
- Our trained appointed paediatric first-aiders are Fiona Razzell and Amanda Edwell (Learning Assistants), Tracy Treacher (Finance Assistant), Jane Hill, Amy Khuman and Charlotte Barnes (Office Assistants), Kylie Daniels (School Secretary), Tina Edwards (Teacher) and Andrea Edrupt (Attendance and Admissions Administrator). They have current paediatric first aid training qualifications and are also trained to use the defibrillator on site in the staffroom.
- There are first aid boxes in the medical room, all weather pitch, main hall and ones to take out on the playground at lunchtimes.
- Fiona Razzell and main office staff are responsible for checking and restocking first aid supplies. The ongoing testing of the defibrillators in the building (Medical room and Staff Room) is completed weekly and monitored by Fiona Razzell and Rebecca Beach and recorded on a form and periodically updated on the Every platform.
- One of the office staff calls for an ambulance and calls the child's parent/carer.
- A member of staff will accompany a child to hospital in the ambulance if their parent/carer is unavailable.
- A first aid box, which contains all relevant medication for pupils is kept in the class and taken out to the medical bench at breaktimes. They are also taken out when pupils are participating in PE.

11. Glass and glazing, doors and gates

- All glass in the school conforms to the safety standard. All glass in the school conforms to the safety standards at the time of installation.
- There are monthly inspection of glazing locks & security, & ad hoc repairs for windows and doors by the Premises Team. Where checks in the operation of opening mechanisms, closers & fittings, beading, soundness of frames. This is recorded on the Every platform.
- We use professional glazing expert's e.g. Leatherhead Glass and they are fully compliant with safety standards. We would also receive a quote detailing that safety glass is being used.
- Any work of this nature would be under taken out of school hours for safety reasons and the Premises Manager would inspect the glass and safety standard logo before signing off the work.
- Finger traps are in place for all areas the children access and are Finger Keeper Industrial - Raven model RP62 Standard Version (157mm) - 2100mm. All finger traps are inspected monthly on a rolling basis to ensure door safety measures are in place.
- Electric gates are serviced annually by GKW Wrought Iron. The Premises Manager is trained in the operation and on minor troubleshooting. Times of access are discussed and agreed annually for safeguarding purposes.
- An annual external door service is completed by Swift Automatic Doors Fire & Security, where all doors are assessed and where necessary remedial action taken.
- Paxton systems are installed on rear school exit doors in main building and on external blocks. Maglocks are set on these to control access times where a fob is required to gain entry. Times of access are discussed annually for safeguarding purposes.
- Internal fire doors are checked every six months and recorded on the Every platform.
- A risk assessment covering finger traps, external doors, paxtons is located in the risk assessment folder and reviewed every six months in line with the policy.

12. Health and safety advice

- The school has support from Surrey County Council with the Schools Risk Management (SRM) Silver Health and Safety Package, which includes
 - A remote health and safety advisory service with unlimited access to telephone and email advice through our helpdesk during weekdays 8:00am – 4:00pm
 - Emergency out of hours support for school trips (Surrey schools)
 - General health, safety, and fire advice
 - Planning and approving visits using the dedicated school visits and journeys website EVOLVE
 - Off-site learning and school journey advice and compliance with the Equality Act 2010
 - Support of our Outdoor Education Advisor with off-site visits to ensure that these are in line with the national guidance - The Outdoor Education Advisers' Panel (OEAP)
 - Incident, accident and near miss reporting using OSHENS online system
 - Monitoring of submitted reports against statutory reporting criteria with advice to ensure compliance
 - Remote accident investigation support following any incident reportable to the Health and Safety Executive
 - Membership of Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS)
 - Access to health, safety and welfare announcements, guidance, and warnings through newsletters
 - Curricular health and safety advice and support (physical education, design and technology, creative arts, science)
 - School model policies, authoritative guidance, templates and checklists and topic specific information
 - Guidance and remote support for moving and handling young people with disabilities
- The Premises Team carry out a termly H&S inspection, which is documented and shared with the Headteacher and School Business Manager, with the key findings inspected and actions agreed.

13. Housekeeping, cleaning, and waste disposal

- Rubbish is cleared every night by the external cleaning contractor.
- Biffa empty the commercial non recycling bins on a weekly basis.
- We have a recycling facility provided by Biffa, this is where paper, glass, cardboard and plastics are disposed of. The recycling and non-recycling commercial bins are located at the far end of the school where there are locked gates from the playground.
- Food waste is separated and collected weekly by Biffa.
- There is a swabs and dressings bin in the medical room which is emptied by PHS monthly, an external service provider.
- Sanitary bins are serviced monthly by hygiene contractor PHS in line with our contract
- The Premises Manager replaces urinal mats on a monthly basis, to ensure hygiene and odours are managed.
- Our two halls have hard flooring. The dining hall is swept and cleaned by the Catering staff every day after lunch. The dining hall is wet cleaned twice a week by the cleaning contractors and swept twice a week.
- Small areas of hard flooring under the internal water fountains are monitored daily, mopped and yellow warning signs are utilised.
- Steadfast our contract cleaning company deep clean hard floors in the school holidays and the hard floors in the Reception classrooms, food tech room and the medical room are cleaning every day.
- Any vomit or urine on floors has sanitising powder used on it and it is vacuumed later in the day and the carpet spot washer used if required. The yellow warning sign in the medical room is placed directly with the sanitising powder on the floor.

- Each September the Premises Manager will order salt/grit for the winter if required. In icy or snowy conditions this is placed on paths and in the car park on the school premises only by the Premises Manager. Salt/grit cannot be used on wet poor surface in the playgrounds due to erosion and an alternative product has been procured-
- When it snows the Premises Manager will check the school at 6am and clear paths and the car park and all entrances on school premises only. During severe snow and to enable the school to open, volunteers will be called on to help.
- Playground bins are emptied weekly or more frequently if required.
- The Twelve 15 commercial kitchen is deep cleaned annually by the onsite team.
- Food technology room oven is cleaned as and when required as use varies.
- Rugs in the Reception classrooms and the external building are cleaned in September and Easter and dependant on soilage, an additional clean may be required.

14. Infection control

The school follows national guidance published by England UK Health Security Agency (UKHSA) 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.

The procedures in place to minimise the spread of infection should it happen include:

- All classes have thermometers and sick bucket supplies
- Inform the cleaning company of additional cleaning measures required and for their protection
- Class staff and office staff provided with additional cleaning material and gloves etc to carry out more frequent hygiene procedures and to have additional protection.
- For severe out breaks the fogging machine would be utilised in key spaces.

15. Jewellery

- Instructions about pupils wearing jewellery are on the School website. Reminders are given in the school Gazette.
- The only jewellery allowed is small stud earrings and watches – both of which must be removed for PE in accordance with Surrey County Council policy.

16. Lettings/shared use of premises

- The school has a letting policy and this is reviewed on a three yearly basis at the Governors Business Committee meeting.
- Any request for an external letting will need to complete and sign a letting contract. This gives them the terms and conditions of the let. The hirer will also need to provide a copy of their public liability insurance certificate, along with a risk assessment and safeguarding policy where applicable.
- The current areas available for commercial letting contracts are the main self-contained school hall, the dining hall, food technology room, playgrounds, pupil toilets, intervention room, the field, the infant library, Junior library and all-weather pitch. These are used for regular termly lettings and The Greville Kidsclub. The main hall does not have a kitchen facility and drinks are restricted to small water bottles for sports lettings.

- Prior to a letting the hirer will meet with the Premises Administrator and Premises Manager to be shown the facility, the fire exits, emergency lighting and evacuation procedures, along with the facilities available or restricted for use.
- The Premises Manager and Premises Officer / Administrator mobile phone numbers are also provided for emergencies.
- The Premises Manager/Premises Officer/ Assistant is onsite at the beginning of the letting to open up the facility and check if there are any issues. The Premises Manager/Officer/ Assistant will also be on site at the end of the letting to lock up and check the premises are left in a contractual clean and tidy condition.
- Where keys are signed out to a regular individual letting, a keyholder form is completed. This also states the impact should an incident involving damage or loss occur, due to negligence i.e. a failure to adequately secure our premises. The Council, or its insurance company will make a claim against their organisation's public liability insurance policy.
- In addition to commercial lettings the PTA will utilise the school for various events. Once again a letting contract is signed, which details the use of the facility, contact details etc. The PTA will also provide a key list for access areas, along with a risk assessment document.

17. Lone working

- Please refer to Working Alone risk assessment, which states:-
- Teachers encouraged not to enter school alone.
- No heavy lifting/climbing while alone on school.
- Doors and windows to be locked when on site alone.
- Individuals should carry charged mobiles in order to phone in an emergency.
- Individuals to ensure that a person outside of school is aware of where they are.
- Staff coming in to school during holidays should sign in and out on the Entrysign system
- Staff entering the building when the Premises Manager is not on duty, are expected to turn off and set the alarm themselves and lock up. If the alarm goes off the person responsible should liaise with the alarm company and not leave the building until it is reset.

18. Long term evacuation plan

Please refer to the Critical Incident Policy/Emergency Plan

19. Maintenance of equipment

- For PE equipment and external play equipment the school buys into an annual service contract from Surrey County Council. Details are provided in the buyback service plan.
- The air conditioning in the classrooms and Infant Library are maintained and serviced twice a year, as per our service contract that we purchase through Surrey County Council. A method statement prior to the service is provided, along with a completed work sheet on the day of the service.
- When hoists are provided they are maintained by Surrey Primary Care Services. They are loaned to us (currently we have no hoists on site).
- The boilers are serviced twice a year on an annual contract with ACS. A risk assessment, method statement and public liability insurance certificate are provided. All commercial kitchen appliances are certified annually as part of our gas safety checks. The commercial kitchen equipment is now owned by the school and any remedial works undertaken by the school. Surrey Commercial Service/ County Council have a remedial budget in place for assistance should this be required.
- Fire extinguisher and fire blanket testing and servicing is carried out annually by Safe IS
- Lightning conductor testing and servicing is carried out annually by an external provider.
- Safe IS test and service the fire alarm system twice a year.
- The entrance security system is serviced on an annual basis, by an external provider, Spy Alarms.

- The intruder alarm and lockdown alarm system are serviced twice a year by Admiral
- Once a week the Premises Manager checks call points on a rotating cycle and Safe IS service and check on an annual basis. Monthly the emergency lighting is tested by the Premises Manager.
- Weekly testing of fire alarm is completed every Friday by the Premises Manager and this is logged on the Every platform, along with any defects which are reported to SAFE IS and a quotation for works requested.

20. Management of medicines

Please refer to Pupil's Health and Administration of Medicines Policy

21. Manual handling

- Relevant staff are trained in manual handling for the lifting of pupils. A wheel chair is available to use in the admin file store.
- There are no hoists currently in school.
- A trolley is provided to move heavy items
- Pupils are not permitted to move the pianos.

22. Personal Protective Equipment (PPE)

Selection of equipment which is suitable, arrangements for periodic checking and maintenance of equipment, ensuring proper use, supervision, PPE to be provided free of charge where risk assessment determines it to be necessary. PPE is stored in a safe, secure, and clean environment.

23. Playground safety

- Daily there are Midday Supervisors on duty in the playground for a maximum of 660 pupils. In addition to this other Learning Assistants will provide dedicated support for Special Needs pupils. Lunchtimes remain staggered following Covid measures for improved H&S benefits (12 - 1.00pm YR/Y1/Y2/Y3/Y4 and 12.30 – 1.30pm Y5/Y6).
- The trim trail is closely supervised by a Midday Supervisor each day.
- A minimum of once a week the Premises Manager carries out an inspection of all the grounds and play equipment including the trim trail. This inspection is more frequent during the spring/summer months when the field is more regularly used. This is recorded on the Every platform.
- Surrey County Council provide a bi-annual tree report and are contactable when required for concerns.
- For general grounds maintenance we sign up to a Strictly Education 4S approved supplier. This includes the grass being cut regularly over the summer, weeds removed, line marking and hedges cut back. The provider will only be onsite during lesson time or after school, when there are no pupils outside.
- Any issues with the grounds would be flagged to the school by the above service providers. In addition, the termly health and safety inspection by the Premises Team would highlight any issues. This would be recorded on the action plan with a person being identified for resolving the issue.
- The office walk round and vehicles requiring access to the rear playgrounds between the entrance and main playground e.g. tractors, ambulances. Paying particular attention to the pupil route between the Y5/6 block and the main school.
- Oak moth appears between the months of March and May specifically on the varieties of oak trees we have on site. As part of the weekly grounds inspection during these months the trees are inspected for any signs of the OPM nests. If a nest is discovered the area is

immediately barrier taped off and the appropriate contractor is appointed for professional removal and disposal.

24. Risk assessments

The Headteacher is responsible for ensuring risk assessments are undertaken by competent persons, reviewed annually, upon any significant change, or after an incident, and necessary actions carried out.

- The PTA complete risk assessments for each event and submits these to the Premises Administrator for review. PTA meetings do not require a risk assessment.
- School visit risk assessments are completed by the relevant member of staff and are submitted to the Headteacher for review.
- All risk assessments are filed in a folder and electronically. They are graded as low, medium and high, as agreed by the Premises Manager, Headteacher and School Business Manager. The Headteacher reviews and signs off all risk assessments on completion.
- Low graded risk assessments are reviewed annually, medium six monthly and high termly. Should an incident occur then the relevant risk assessment is reviewed immediately and appropriate action taken.
- A before and after school club risk assessment is available for all staff leading extra-curricular clubs.
- - A member of the Premises Department maintains a schedule of review on the Every platform and allocates to staff members for action.
- Competent advice is obtained from SCC's Strategic Risk Management team srm.hands@surreycc.gov.uk

25. School trips/ off-site activities

- The Assistant Headteachers are the Educational Visits Co-ordinators and have received the appropriate training from SCC
- DUKE cards/first aid kits are supplied for trips
- Residential visit risk assessments will be reviewed and signed off by the Chair of Governors and loaded on the Evolve portal for Surrey County Council for approval.

26. Site security/ visitors

- 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
- The entrance door to the main school building is only accessible with a staff fob, or by being given access by a member of the office staff.
- Visitors sign in at the main office on the Entrysing system, DBS details are checked and a visitor lanyard is allocated. Red lanyards for those visitors without an enhanced DBS and are required to be supervised on site. Green lanyard for authorised visitors with an enhanced DBS and can work independently in school.
- Upon leaving the school, visitors must sign out and return the badge.
- Supply teachers, school volunteers and contractors are also issued with a leaflet that provides information on the school and H&S requirements e.g., fire evacuation, lockdown etc.
- A CCTV system is installed with cameras monitoring the perimeter of the whole school.
- Maglocks are fitted to external building doors, which automatically lock between 4.30pm and 7.30am. Exit buttons are inside by each door. All corridor exit doors to the main building are equipped with maglock entry. These activate at 3.30pm until 7.30am. The external blocks are also locked at school lunchtimes to prohibit entry for pupils as the blocks are not supervised during this time. The Premises Manager is responsible for closing all doors

3.15pm to ensure maglock activate at the set time. All staff are provided with fobs. Kidsclub are equipped with two door entry fobs for use when they are using the playground, and in case of emergency. Exit buttons are inside the building by each door

27. Smoking/Vaping

All of the school buildings and grounds are a no smoking/vaping zone

28. Staff consultation

- The Governors Business Committee meet once a term and review H&S issues via the termly premises update report.
- Staff log all health and safety issues via the Every Platform on their PC/laptop screen and this is monitored daily and any emergency issue will be inspected immediately.

29. Staff health and safety training

- New staff receive with their contract
 - HSE Health and safety Law- What you should know
 - Safe Working Practice in Education Settings
 - Safe Working Practice Agreement
 - What to do when you are sick
- On commencement, new staff are issued with the A-Z Staff handbook and access to all other policies. Fire safety training is delivered as an online session for new staff.
- First-Aid training is carried out every 3 years. New starters that join in between complete an online training session.
- Where relevant staff receive more specific training in order to carry out their role safely e.g. manual handling. Food hygiene
- For fire training please see section 9 "Fire Precautions and Procedures.
- A lockdown drill is undertaken at least once a year. This drill is logged in the fire folder. Staff are reminder of the difference in sounds for fire and lock down at the September inset day.
- Ladder training is undertaken during the September inset day and information issued to all staff.

30. Staff well-being / stress

- For support please refer to the trained mental health first aiders in school
- The school 'buys in' the Employees Assistance Scheme
- Employees are able to access an occupational health referral scheme.
- We have four members of staff trained a mental health first aiders
- Headteacher actively promote 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.

31. Swimming pools

We do not have a swimming pool on site.

32. Vehicles on site

- The only vehicles allowed on site are:
 - Staff vehicles and authorised visitors in the car park
 - Refuse collectors
 - Grounds Maintenance –who maintain the school grounds/playing fields come into school and drive to the rear of the building with equipment only when the children are in classrooms, or pre/post school hours.
 - Outside agencies, peripatetic teachers
 - Cars/taxis for disabled children/adults

- The car park gates are shut during school hours and delivery vehicles are parked outside the school and are on the whole walked into the school entrance.
- Pupils and parents are not permitted to walk, scooter or cycle through the car park and this is communicated via the newsletter and is monitored by the Headteacher. An open gate before and after school is available for parents and pupils next to the cycle/scooter storage area.
- The car park-barrier this is lowered daily in the morning before drop off.
- A list of staff cars by make, model and registration number are held on ScholarPack.
- Deliveries to the kitchen are made either before school and the lorry parks outside the school grounds. Or if during the school day, they are supervised by Twelve15 catering staff.

33. Violence/school security

- Please refer to our school values that we expect all of the school community to abide by and embrace.
- All staff are required to report all incidents of verbal and physical violence to the senior leadership team and as detailed in the school's accident and incident reporting procedure.
- In order to ensure both staff and pupil security and safeguarding on site, higher metal fences were installed for the exterior perimeter at the front of the school and for the interior gates.
- Access to the school grounds is not permitted unless authorised via video link with the school office.
- Out of school hours paxtons/ timed maglocks are in place to ensure staff and pupil safety. This controls access to building through a fob system.
- An out of hours service is in place with Knight Security who attend school if the intruder alarm sounds (informed by Admiral who monitor the alarm). This ensures a member of staff doesn't have to enter the site alone. Should Knight Security find a problem there is a contact sheet for key member of staff.

34. Water management (Legionella)

To comply 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 (Reef) bi-annually 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
- cleaning and descaling of shower heads and taps
- micro biological sampling every six months

Thermostatic mixing valves are cleaned and services annually.

35. Working at height

- Adults are advised not to stand on tables or chairs and to use step ladders that are provided
- Staff are aware that they are not permitted or insured to climb on tables and chairs, this is covered in the induction process. There are 2 two tread stepladders available for staff to use, which are kept in the reprographics room and staff room.

- Working at height is never carried out alone and is always supervised. The Premises Manager has his own equipment on the roof of the boiler room, which is out of bounds for pupils and staff. This taller ladder, which is used for stage lighting etc is only used when two people are present.
- Work at height **is avoided wherever indicated** by the risk assessment and wherever a suitable alternative course of action is available.
- Formal training is provided for staff using steps and ladders and other work at height duties annually.
- If considerable working at height is required, specially trained contractors are used

Review Schedule:

Committee/Date	FGB Approval	Reviewed/Updated
Business Committee 21 st Nov 22	28/11/22	Reviewed inline with the SCC model policy Sept 21 (Covid/PPE added)
Business Committee 8 th Dec 23	TBC	Same SCC model policy Sept 21, updated with school changes
Business Committee Nov 24	28/11/2024 TBC	SCC model policy Aug 24 V2, updated with school changes
Business Committee 25/1/25	TBC	SCC model policy the same, updated dates, job titles, first aiders

Appendices

Appendix A: Risk assessments and guidance

List of risk assessments, policies, and procedures to complement this policy, which are available from the Health and Safety area on Surrey Education Services hub:

COSHH

Manual handling

Moving and handling

Violence at work

PE Gymnastics

Water safety

Stress

Adverse weather

Outdoor education and off-site trips and visits

Animals in schools

Conflict of gym equipment and lighting rig or projector

Fireworks

Working at height

First Aid, Managing Medicines & Medical Conditions

Radiation - Ionising and non-ionising radiation

Contractors on Site

Vulnerable Workers