



Barnett Wood Infant School

Health, Safety & Welfare Policy 2025-26

Barnett Wood Infant School

Policy Impact Statement and Updates

Policy:	Health, Safety and Welfare
Date of review:	November 2025
Governor/s responsible:	Paul Tylor / Laura Bailey
Status / date of next review:	Annual - November 2026
How well has the policy achieved its purpose and outcomes?	
<p>The policy has been effective in ensuring the safety and wellbeing of all pupils, staff and visitors. It has been effective in its aim to create and maintain a safe and healthy environment for all the community. It fosters a culture of health and safety awareness among pupils and staff, and ensures compliance with legislation, establishing protocols that align with national and local guidelines.</p> <p>The policy also ensures good practice in risk management, enabling staff to identify potential hazards and risks associated with school activities and environments. This in turn enables the implementation of effective risk assessment and management strategies to minimise accidents and incidents.</p> <p>Regular training, effective communication, and a commitment to continuous improvement are essential components in achieving the intended outcomes of this policy.</p>	
Updates and/ or changes to policy:	
November 2025	No changes to policy.
November 2024	<p><i>In line with Surrey CC model policy (updated August 2024):</i></p> <ol style="list-style-type: none"> 1) Part 1: Statement of General Policy on Health, Safety and Welfare updated with bullet points 5 - 8 added 2) Part 2: added responsibility of 'The Employer' 3) Part 2: added extra 2 sentences to Role of Governing Body intro. 4) Part 2: 2.1 - extra bullet point re: SDP 5) Part 2: 2.4 - removed 2 sentences re: H&S walks/environmental considerations 6) Part 2: added point 2.6 re: Take all reasonable measures 7) Part 2: added point 2.7 re: Risk Aversion 8) Part 2: removed responsibilities of link governor 9) Part 2: Caretaker - 3 news points added 10) Added 'trees' to schedule of maintenance 11) Added HT Asbestos management training 3.6 and HT as responsible person by Regulatory Reform Fire Safety Order 12) Removal of 3.15 re: environmental impact 13) Part 2: Caretaker - 3 news points added 14) Part 2: H&S Co-ordinator - 3 new points added 15) Part 2: All employees - removal of statement re: environmental impact 16) Part 2: new role with responsibilities 'Safety Representatives' added 17) Part 2: new role with responsibilities 'Health and Safety Committee' added 18) Part 3: Asbestos - updated in line with Surrey policy 19) Part 3: Electrical Equipment - updated in line with Surrey policy 20) Part 3: Doors and Gates added to glass and glazing section 21) Part 3: Risk Assessments - statement re HT responsibility

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils and or staff with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Barnett Wood Infant School

Health, Safety & Welfare Policy

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

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

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- Headteachers
- Deputy/Assistant headteachers
- Managers
- Teaching staff
- Site manager/ caretaker
- Health and safety Co-ordinator
- All employees
- Safety representative
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12. Glass, glazing, door and gates	30. Staff health and safety training
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Part 1: Statement of General Policy on Health, Safety and Welfare

The Governing Body & Headteacher of Barnett Wood Infant 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.

<i>Signature</i>	<i>Signature</i>
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<i>Chair of Governors</i>	<i>Headteacher</i>
<i>Date:</i>	

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 & Headteacher of Barnett Wood Infant School.

1. The Employer

Surrey County Council as the employer in Community 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.

2. 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 H&S Policies.

The Governing Body will specifically:

- 2.1 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
 - Revision of policy/procedure
- 2.2 Nominate a Governor as a 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. At Barnett Wood the nominated person is **Paul Tylor**, Health and Safety Governor.
- 2.3 Be informed and updated of Surrey County Council's H&S Policy, and receive advice and support from relevant Officers of SCC or Advisors acting on SCC's behalf. The Governing Body will receive Health and Safety training annually.
- 2.4 Ensure that H&S is an agenda item on full Governing Body termly meetings, and receive a termly H&S report from the Headteacher at this time. This report should include information on;
 - Progress of any H&S targets in the SDP
 - Accident/incident analysis
 - Relevant H&S information received from SCC or its Advisors
 - Suggestion on future H&S initiatives
 - Sharing of/adoption of any best practices
- 2.5 Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.

- 2.6 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.
- 2.7 Tackle risk aversion, helping to provide a wider sense of perspective and helping the school to get the balance right on managing risk.

3. Headteacher

As Senior Manager for the premises, and of all on & off-site school related activities, the Headteacher is responsible for the day to day management of H&S. The Headteacher will advise SCC and Governors of any H&S issue where their support or intervention, either via system or finance, is necessary and appropriate in order to affect the requirements of this policy. In particular the Headteacher will ensure that:

- 3.1 The contents of this policy are brought to the attention of all relevant persons.
- 3.2 A process for risk assessments is applied within the school, and that:
 - All appropriate control measures are implemented
 - Assessments are monitored and reviewed as necessary
- 3.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- 3.4 Appropriate staffing levels for safe supervision are in place.
- 3.5 A schedule of inspection and maintenance in line with DfE's Good Estate Management in Schools is in place to ensure Barnett Wood is a safe place of work, in a safe condition and a safe working environment. Inspection and maintenance will include:
 - Asbestos (professional company – annual check)
 - 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.
 - Trees
 - Curriculum specific e.g. gymnastic space inside and outside.
- 3.6 An adequate needs analysis of H&S training is undertaken for school staff and Governors with sufficient resources in place to ensure appropriate training is carried out. Appropriate training may include:

- Headteacher H&S awareness.
 - Headteacher asbestos management training (as the Responsible Person)
 - H&S Induction training (all new and temporary staff).
 - Emergency/Fire Training for the whole school community.
 - First Aid.
 - Pool supervisor training which includes First Aid and specific training in managing the pool out of school hours.
 - Pool maintenance training.
 - Risk Assessment.
 - H&S Coordinator.
 - Lifting and Handling.
 - Working at heights.
 - and any further specific H&S training identified by the training needs analysis as being necessary and appropriate.
 - Adequate and easily retrievable health and safety training records are available and up to date. ~~Health and Safety Governor to view these each term.~~
- 3.7 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.
- 3.8 A termly H&S report is provided to Governors with additional updates as appropriate.
- 3.9 The school cooperates and participates in the County's H&S monitoring arrangements.
- 3.10 A school's Educational Visits Co-ordinator is appointed and trained accordingly. Mrs Theobald is EVC from October 2018.
- 3.11 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 3.12 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 3.13 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- 3.14 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the means of escape. The Headteacher is the responsible person as required by the Regulatory Reform (Fire Safety) Order 2005.
- 3.15 An appropriate Deputy is suitably instructed to take day to day responsibility for H&S in the absence of the Headteacher. This will be one of the senior teachers.

The Headteacher may delegate functions to other or single members of staff (e.g. a H&S Coordinator) who may be tasked with the H&S 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.

4. Assistant Headteacher

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

5. Line Managers and Subject Managers

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

- 5.1 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.
- 5.2 All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the school's procedure.
- 5.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- 5.4 Any equipment/appliance which has been identified as being unsafe is removed from service.
- 5.5 H&S inspections are carried out when appropriate within their areas of responsibility within a timescale agreed with the Headteacher, and a report to the Headteacher is provided where necessary.
- 5.6 The H&S training needs of staff are identified and the Headteacher informed accordingly.
- 5.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- 5.8 New transferred and temporary staff receive appropriate H&S induction training.
- 5.9 First aid provision is delivered to deal with minor incidents. (Major incidents need to be managed by Trained Office staff).
- 5.10 Pupils are given relevant H&S information and instruction.

5. Teaching Staff (including supply or temporary staff)

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

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

- 5.3 That they are conversant with the school's H&S policy and any arrangements specific to their own department.
- 5.4 They know the emergency procedures.
- 5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue. (This includes the use of ladders).
- 5.6 That, where relevant, safety devices are in good condition and are used in accordance with good practice, including the use of ladders.
- 5.7 That they report any defective equipment to the relevant person.
- 5.8 All accidents and incidents are reported and reviewed or investigated.
- 5.6 Consideration of any environmental impact they might have when planning the curriculum.

6. Caretaker

The Caretaker is responsible to the Headteacher/Bursar, and in particular will ensure:

- 6.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- 6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- 6.3 That periodic H&S inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. (These may be carried out with others such as governors, H and S Co-ordinator etc.) See appendix B.
- 6.4 That persons they supervise only undertake work for which they are competent.
- 6.5 That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.6 That all staff work in accordance with safe working practices issued by the school, the County Council etc.
- 6.7 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.
- 6.8 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.

- 6.9 Inform all contractors of any known hazards which might affect them whilst at work.
- 6.10 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.

7. Health and Safety Co-ordinator

(At Barnett Wood this is The Headteacher or Assistant Headteacher in the Headteacher's absence).

The Headteacher may appoint or nominate a Health & Safety Coordinator to carry out H&S functions and maintain an overview of the H&S organisation and 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 Headteacher where necessary.
- 7.2 Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies.
- 7.3 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.
- 7.4 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.
- 7.5 Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- 7.6 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 7.7 Advising the Headteacher and/or County Council of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- 7.6 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- 7.7 Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- 7.8 Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.

- 7.9 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- 7.10 Ensuring that all Senior Managers (including Heads of Departments) are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.
- 7.11 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.

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. 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:

Name of Employee Representative:	
Contact details:	

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

The school has entrance codes for main doors and coded locks on risk assessed gates. The code is changed regularly. Access control is checked every Monday by the care taker, who checks that the locking mechanisms are working as they should be. Our Office staff meet, greet and process any visitor where they will be asked to read our welcome note highlighting important Health and Safety procedures. Visitors are asked to sign in with our electronic sign in device and state their business.

Our site is protected by CCTV with our main gates locked each evening. The school keeps a CCTV access register and requests to access CCTV must be made through the Headteacher.

We have an emergency evacuation procedure which is practised each term. The whole school can exit the school site and assemble at St George's Church. The school has a security alert alarm which triggers a 'lock down' procedure. ALL staff are expected to follow safety procedures including the regular checking of gates around the school.

There is one gate for vehicle access and this is managed by office staff.

2. Accident Reporting, Recording & Investigation

All reportable incidents will be reported by the Headteacher or teacher in charge to the appropriate authority. At Barnett Wood this is through Surrey's OSHENS online reporting system. Minor accidents must be recorded in the school's designated 'Accident Book' which highlights date and time of accident, type of accident and any administration of treatment. Major incidents which require hospital treatment are recorded using the Surrey online reporting system.

Accidents involving staff must be reported to the Headteacher who will record the accident in school book. Staff may be asked to complete a short, detailed report following an accident.

3. 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.

4. Contractors

All contractors on site will be managed by the School Bursar or Caretaker. They will be inducted to our Health and Safety procedures as appropriate. All contractors working during the day whilst children are at school will be required to show DBS or will be supervised by a member of staff for the duration of the works and agree safe working procedures. Risk assessments may need to be completed depending on the works. Any concerns about contractors or workers on site must be reported to the School Bursar or Headteacher.

5. Control of safe handling and use of hazardous substances

The School employs a private cleaning company to clean the school. They use their own materials and products and have H and S systems in place for their workers including COSHH on all hazardous products used. Hazardous materials are stored safely eg – PETROL storage in 30 minute burn container.

We use chemicals for the school swimming pool. Main maintenance team are trained in the safe use of chemicals and personal protection expectations.

The school receives the science service “CLEAPSS” safety booklet. H&S issues are shared with staff.

6. Curriculum Safety

Teaching staff are responsible for making sure the learning environments are safe for the children. Specific risk assessments may need to be undertaken for some activities including science experiments and some PE lessons.

When taking children on Educational visits a risk assessment must always be completed before the event and shared with the EVC or Headteacher. These are reviewed after the event for any lessons learnt, near misses or changes.

7. Display Screen Equipment

Staff who use VDU's need to report any concerns to the Headteacher (see VDU HSE advice leaflet available in office). Screens need to be large enough for comfortable use. Safe and comfortable seating is reviewed with staff and changed for individual requirements e.g. – following an accident, pregnancy.

8. Electrical Equipment [fixed & portable]

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

9. Emergency Procedures

The school has an Emergency Plan (updated annually) which sets out our emergency procedures for bomb threats, evacuations, and other emergencies. Arrangements are in place 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. The emergency plan also sets

out arrangements for implementing a sensible and proportionate response to any external or internal incident, such as armed intrusion, chemical spillages, and air pollution for example, which has the potential to pose a threat to the safety and wellbeing of pupils, staff members and visitors.

10. Fire Precautions & Procedures (and other emergencies)

The Headteacher is responsible for all fire risks and reviews. There is a planned emergency evacuation each term. Children are trained in this procedure with a dedicated evacuation area in the front playground. If we need to evacuate the site we have arranged with St Georges Church to assemble there as our safe place. In the case of a fire the Headteacher or Senior teacher will act as Fire Marshall. All fire equipment is tested annually and alarm systems, weekly.

11. First Aid

All staff receive First Aid training at the school. This is updated every three years. A basic first aid box is available in both Reception classes to use in the outside area. Main medical first aid bag is located in office area. School secretary is responsible for checking the bag and that all equipment is sterile and within date. There is also a first aid box and eye wash in our swimming pool area. In the case of an emergency the member of staff in charge will call for an ambulance and nominate other staff to guide ambulance onto site. Children may be accompanied to Hospital by a member of staff.

12. Glass, glazing, doors and gates

All glass in doors, side panels to be safety glass, or fire rated if within a fire door, all replacement glass to be of safety/fire standard, assessment of premises to establish compliance. All glass in doors, side panels and windows is safety glass, and all replacement glass is of safety standard. Finger trapping hazards of doors and gates on school site have been risk assessed and all doors and gates that may present a risk to health and safety of pupils are effectively managed. Routine part of termly health and safety inspection of the premises includes review of glass status (i.e., chipping, cracking etc) and condition of finger guards and door soft-closing devices.

13. Health and Safety Advice

The school accepts all Health and Safety advice from Surrey County Council. Staff attend training in specific areas as do Governors.

14. Housekeeping, cleaning and waste disposal

The school employs a local cleaning company to carry out cleaning using their own products. They have completed COSHH assessments and the school has checked hazardous controls from the contractor. The school has completed COSHH assessments for other substances used in our pool area and maintenance area. The assessments are kept in school H and S file and our emergency 'grab bag'. Assessments are reviewed annually.

Our three bins, one for rubbish, one for recycling materials and one for food waste are located away from the school buildings and kept clean and tidy.

The school has a snow plan which is updated annually or before if appropriate. Clear paths are cleared for safe entry/exit.

15. Infection Control

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

16. Jewellery

Children are advised not to wear jewellery to school but small studs and watches can be worn. All jewellery to be removed for PE activities including staff. Staff wear jewellery at their own risk and must remove for PE lessons.

17. Lettings/shared use of premises

The swimming pool and the field are the only areas of the school that are let for local community use. Booking these facilities requires the completion of a Letting form which highlights our Normal Operating Procedures (NOP) for the swimming pool. All those responsible for managing the pool are trained in emergency evacuation.

A Health and Safety check is made by the Headteacher, H&S Governor and Chair of 'Friends' (PTA) before any social events (fairs etc). Lead Governor to complete risk assessments for identifiable hazards. E.g. Bouncy castle, BBQ.

18. Lone Working

To minimise the risk of lone working the staff have a procedure that must be followed. They need to have a mobile phone with them and on at all times, check in with their family regularly and must not work at a height.

19. Long Term Evacuation Plan

We will, in the short term, locate to St Georges Church taking our 'grab bag' with details of the school community. Long term would be at the advice of Surrey County Council.

20. Maintenance / Inspection of Equipment

All PE equipment including outside resources are checked annually by Surrey CC. Fire alarm system is checked annually as is the fire equipment, and emergency lighting. The school undertakes a visible Health and Safety check at the beginning of each term and is reported to Governors each term. We look for wasp nests, caterpillars, broken equipment, trees and generally the condition of the site, including the inspection of ladders.

21. Management of Medicines

Our school office staff will administer medication when requested by parents. Parents need to complete a form stating time and dose. Staff will sign document once administered. All medication is kept locked in cupboard or fridge. Our staff keep up to date with their training and report any appropriate outbreaks to Public Health Agency (PHA).

22. Manual Handling

The staff must avoid hazardous manual handling as far as is reasonably practicable. They must assess any risk and use any equipment safely. The school follows HSE advice in this area. The staff will not lift pupils unless it would be unsafe **not** to do so. There will be rare occasions when a child will need to be lifted for their own or others safety.

23. Personal Protective Equipment (PPE)

PPE is purchased and given to members of staff as appropriate. We have a breathing mask in the event of a serious chemical reaction at our swimming pool. Our first action would be to call the emergency services. We would consider using the mask if safe to do so.

24. Playground Safety

There are always at least three members of staff on duty at playtimes. This raises up to 7 at lunch times. All staff are trained to be vigilant to safety of children and equipment. All external gates are checked at these times.

First Aiders – we will ensure that there is a minimum of 4 qualified First aiders on site to manage first aid incidents. The practice at Barnett Wood is to train 14 members of staff every 3 years.

25. 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. Special Risk assessments are undertaken by the Headteacher and kept confidentially in member of staff's file. These are completed for members of staff returning to work after injury, pregnancy, health problems as appropriate. Class teachers are responsible for risk assessments linked to the curriculum or class visits. These must be shared with the Headteacher *and EVC*

General risk assessments are recorded and kept in 'staff share' file which can be accessed by all staff. Risk assessments for individual children will be completed as appropriate (following an accident or serious illness). All risk assessments are 'living documents' and are reviewed and updated accordingly.

26. School Trips/ Off-Site Activities

Mrs Léonie Theobald is the person responsible for educational visits. Parental authorisation is always required for these apart from local trips which have been authorised at the beginning of the school year. Emergency procedures are always considered when taking children off school site and Risk assessments completed before the event and reviewed on return to school.

27. Site Security / visitors

The school has entrance codes for main doors and coded locks on risk assessed gates. The code is changed regularly. Access control is checked every Monday by the care taker, who checks that the locking mechanisms are working as they should be. Our Office staff meet, greet and process any visitor where they will be asked to read our welcome note highlighting important Health and Safety procedures. Visitors are asked to sign in with our electronic sign in device and state their business.

28. Smoking

SMOKING IS NOT PERMITTED ANYWHERE ON SCHOOL SITE INCLUDING USE OF E-CIGARETTES.

29. Staff Consultation

Staff consultation takes place during Inset training each school year. At this meeting staff are informed about health and safety issues, how to raise concerns and encouraged to make suggestions for health and safety improvements. Termly reminders are made to the staff to ensure health and safety remains a key focus for all staff. Staff are actively encouraged to make suggestions to improve the health and safety of our school community and to consider any environmental impacts.

30. Staff Health & Safety Training and Development

All members of staff are expected to read the Health and Safety policy on induction and attend any review meetings. H&S priorities are always shared at the beginning of year Staff INSET. This includes, asbestos, working at heights and lone working.

31. Staff Well-being / Stress

The school acknowledges that staff will need support from time to time. We buy back the 'Help Employee Assistance Service' which is a 24 hr, 7 days a week package for all staff. Staff are able to access trained well-being and counselling practitioners. We advertise this service on staff noticeboards. Staff are regularly invited to contribute suggestions towards reducing work load and stress.

32. Swimming Pool Operating Procedures

Our Normal Pool Operating Procedures are well published both in the swimming pool area and when the pool is booked for private use. A copy is available from the School Office.

33. Vehicles on Site

The school has a small, 6-place staff car park adjacent to the school. We have a safe area for vehicles to access the main school. Vehicles need to stay in this area until it is safe for them to move. ALL drivers must report to the office who will supervise any moving around the grounds e.g. – grass cutters, portaloos companies. The office staff will alert all classes that a vehicle is on site. If children are on the playground at the time of a vehicle entering site, the vehicle must stay in the safe area until children have been moved to a safe place.

34. Violence to Staff / School Security

The school has a controlled visitors' access door which is coded for staff with code changed regularly. Visitors are requested to sign in stating their business. Staff are required to report all incidents of verbal or physical abuse to the Headteacher who will manage the situation and take appropriate action.

35. 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 periodically, and when significant changes have occurred to the water system and/or building footprint. The external specialist is responsible for ensuring that the identified operational controls are conducted and recorded. The risks from legionella are mitigated by the following control measures e.g., monthly temperature checks, weekly flushing of outlets and emergency eye washes, cleaning and descaling of shower heads and taps etc.

36. Working at Height

Work at height should be avoided wherever indicated by the risk assessment and wherever a suitable alternative course of action is available. Work at height should never be carried out alone and should always be supervised. Training should be provided for staff using steps and ladders and other work at height duties, as required, rules on using access equipment, arrangements for inspecting and recording checks on access equipment, restrictions on use by pupils, contractors etc. Staff have a procedure for working at height. Ladders should be used and a second member of staff should be present. Our ladders are marked with a red tape, marking the maximum foot height. Staff must not exceed this mark. If staff require a higher reach, they must ask the site manager to assist with his safety ladder. There should be no overreaching. Ladders are regularly checked by the caretaker for suitability. Any contractor using a ladder needs to be supervised when children are on the premises.

Appendix A: Risk assessments

Adverse weather
Animals in schools
Breakfast club / After School Club
Contractors on site
Contractors on Site
COSHH
Electrical Safety
Hazardous Substances
Manual handling
Moving and handling
Outdoor education and off-site trips and visits
PE Gymnastics
Playground Safety
Site Security
Stress
Water safety
Working at Height

Appendix B – Health and Safety Checklist

School/Specific Area of School Site	
Person Undertaking Inspection:	
Date:	

Flooring	Yes	No	N/A	Comments
Is the flooring free from damage?				
Is the flooring free from slip, trip or fall hazards?				
Are trailing wires eliminated or well managed?				
Glazing	Yes	No	N/A	Comments
Are critical areas fitted with safety glass or otherwise made safe?				
Is the glazing free from damage?				
Windows	Yes	No	N/A	Comments
Are all windows designed to be opened, safely openable?				
Are window poles available if needed?				
Doors	Yes	No	N/A	Comments
Are vision panels free from obstruction?				
Are all doors closing properly?				
Do all self-closers function correctly?				
Are all final exit doors open able from the inside (whilst the school is in use) without the use of a key?				
Storage	Yes	No	N/A	Comments
Is all shelving secure?				
Are storage areas kept tidy?				

Are items stored safely? E.g. heavy items should not be at high level.				
Are step ladders/kick stools available for use where necessary?				
Furniture	Yes	No	N/A	Comments
Is furniture damage free and stable?				
Is the furniture sited safely?				
Housekeeping	Yes	No	N/A	Comments
Are all area kept clean & tidy?				
Is all rubbish put in suitable receptacles?				
Are receptacles emptied regularly?				
Hazardous Substances	Yes	No	N/A	Comments
Are all hazardous substances stored safely & securely?				
Are safety data sheets available for all hazardous substances?				
Lighting	Yes	No	N/A	Comments
Is the lighting provision sufficient in all area?				
Do any bulbs/fluorescent tubes need replacing?				
Is emergency lighting provided in critical areas?				
Heating	Yes	No	N/A	Comments
Are temperatures adequate in all areas?				
Fire Precautions	Yes	No	N/A	Comments
Are escape routes clearly signed?				
Are escape routes free from obstruction?				
Are the fire exits free from obstruction?				

Are fire exits clearly signed?				
Are fire extinguishers free from obstruction?				
Have they been serviced in the last year?				
Are fire call points free from obstruction?				
Is there a fire action notice in each room?				
Electricity	Yes	No	N/A	Comments
Are all sockets and switches free from damage?				
Are all leads, wires and plugs free from damage?				
Stairs	Yes	No	N/A	Comments
Are all stairs including coverings & treads in good condition?				
Are all handrails secure?				
Are all stairwells properly lit?				
External	Yes	No	N/A	Comments
Are roof tiles in good order?				
Are chimneys secure?				
Are aerials secure?				
Are fences in good order?				
Are gates in good order?				
Are paths and walkways well maintained?				
Is snow and ice effectively cleared?				
Are ponds fenced and secure?				
Are out buildings and sheds secure?				
External Play Equipment	Yes	No	N/A	Comments

Has all external play equipment been professionally inspected within the last year?				
Does a nominated person inspect the play equipment on a daily basis?				
Ladders & Steps	Yes	No	N/A	Comments
Are similar ladders & steps uniquely identified?				
Are all ladders & steps free from visible defect?				
Security	Yes	No	N/A	Comments
Do visitors sign in and out?				
Are visitors provided with ID badges?				

No.	Actions Required?	By whom?	By when?	Date completed: