



Health & Safety Policy



Status:	Statutory
Review cycle:	Annual
Last reviewed:	September 2026
Date of next review:	September 2027
Approved by:	Full Governing Body

HEALTH & SAFETY POLICY

POLICY AIM: To ensure that the risks presented to pupils, staff and visitors are reduced to an acceptable level.

POLICY OBJECTIVES: To conduct all our activities safely and in accordance with legislative standards and in consideration of government guidance

To provide safe working and learning conditions

To ensure a systematic approach to the identification of risks and the allocation of resources to control them

To openly communicate on health safety and welfare

POLICY STATEMENT: **Riverview CofE Primary & Nursery School and Day Nursery** recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities.

We will adopt health and safety arrangements under Covid in line with Health & Safety legislation, and in consideration of government guidelines.

Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities delivered.

HEALTH & SAFETY POLICY

All schools in the Surrey Local Education Authority are required to maintain high standards of health and safety standards, to protect pupils, members of staff, visitors or anyone else affected by school activities. Riverview CofE Primary & Nursery School and Day Nursery operates within the overall health and safety policy of the LA.

Rationale

Our school is the working environment for many groups of individuals and plays host to many others. It is important, therefore, that a safe environment is established in which children and adults can work together with confidence. It is the responsibility of the senior management team and governing body to ensure this is the case.

In order to promote this, we must all take responsibility for being vigilant and be aware of possible risks. Children and adults should be encouraged to look out for themselves and one another and share any concerns they may have swiftly and appropriately.

We must also, however, be aware of the need to keep a balance between security and safety and the maintenance of a comfortable and welcoming learning environment. This policy aims to address and provide guidance on this balance, identifying individual and group responsibilities.

Aims

It is the school's policy to ensure that as far as possible:

- The whole school environment is healthy and safe;
- Working practices which ensure health and safety are established for staff, pupils and others (such as contractors and volunteers) who visit or work on the premises;
- Adequate health and safety information, instruction, supervision and training is provided for staff, pupils, contractors, volunteers, and visitors, to ensure the health and safety of all who may be affected by their work or activities;
- Health and safety standards and practices are regularly monitored and reviewed. Any deficiencies are identified and promptly rectified.
- To encourage everyone to take responsibility for being vigilant and to be aware of possible risks whilst also feeling confident and comfortable within their environment.

Organisation

A) Responsibilities of Governors

The Governing Body is responsible for reviewing regularly standards of health and safety within the school. Where deficiencies are identified, the governors will:

- Ensure that decisions of the Governing Body take account of and comply with the health and safety policies of the LA;

- Ensure that sufficient resources are allocated to meeting the mandatory minimum standards of the LA Health and Safety Policy, and any legal requirements relating to health and safety;
- Ensure that health and safety standards in the school are monitored, and review standards achieved by considering reports from the Headteacher, or governors on the Resources Committee at least once a term;
- Ensure that school premises, buildings and equipment for which they are responsible, are adequately maintained and inspected, so that the health and safety of staff, pupils, visitors and contractors is safeguarded;
- Ensure that where contractors are engaged to undertake work on school premises or buildings, an adequate assessment of the prospective contractors involved is undertaken, to ascertain that those selected have adequate resources and are competent to undertake the work safely and without risk to their employees, or school staff and pupils;
- Ensure that where volunteers assist with school activities, or undertake work on school premises, such work is adequately planned, organised and supervised, and that the volunteers have sufficient competence to protect the health and safety of both those undertaking the work and anyone who may be affected by it;
- Enable a member of the governing body to have a key monitoring role in relation to health and safety including a termly walk around the school building with the site supervisor and headteacher;
- Approve as appropriate arrangements for residential trips according to LA guidelines;
- Ensure that safety standards for purchased goods and equipment are met and that items offered for sale by the school are safe.

B) Headteacher

The Headteacher has overall responsibility for the day-to-day management of health and safety in the school, and in particular will:

- Ensure that legal health and safety requirements are implemented and maintained in the school;
- Ensure that school staff receive adequate health and safety training appropriate to their specific responsibilities and duties;
- Ensure that staff are adequately consulted on health and safety matters and that staff to be allocated health and safety responsibilities are adequately consulted on the type and nature of the duties allocated;
- Ensure that standards of health and safety are formally monitored and that a health and safety report covering all aspects of health and safety in school is presented to the Governing Body every term;
- Ensure all accidents are reported and accident report forms correctly filled in;

- Ensure that fire precautions in the school premises are maintained in accordance with the required standards, and that practice fire evacuation drills are undertaken every term;
- Ensure that all staff are aware of their particular responsibilities in the event of fire;
- Ensure that there are arrangements made for nominated members of staff to call the fire brigade and meet them on arrival;
- Ensure that a check is made at least once a term on arrangements for fire alarm and direction systems, emergency lighting, fire extinguishers and internal security systems for correct functioning, and that a report is provided to the Headteacher on the results;
- Ensure that health and safety monitoring and inspection arrangements are implemented;
- Ensure that when new staff are recruited, the selection process takes adequate account of the training and competence of the prospective staff member to undertake the work safely, having regard to the level of supervision they will receive;
- Ensure that for any off-site event or trip, organised by, or on behalf of the school, adequate arrangements are made for the supervision of pupils involved and the safety of the staff and pupils and that these arrangements at least meet any minimum standards required;
- Ensure that specific risk assessments are undertaken and recorded as required;
- Ensure that any health and safety requirements identified in the school specific risk assessments are implemented;
- Ensure that there are adequate arrangements for first aid, both on school premises and on school outings for activities;
- To act upon referrals from employees;
- To record and inform relevant external agencies as and when appropriate;
- Advise and inform the Governing Body as to health and safety practice, legislation and compliance;
- To ensure that appropriate logs and records of incidents are completed and acted upon;
- To ensure policies and employees are updated as to new legislation and guidance;
- To ensure that temporary/supply staff are informed of health and safety practice;
- To meet with the health and safety representative of the Governing Body termly to discuss health and safety issues and "walk the school";
- To report on any audits/inspections to the Governing Body and follow up any necessary actions;
- To ensure that procedures are in place to ensure the safety of contractors and hirers;

- To ensure that escape routes are kept clear and monitor on a daily basis for hazards and emerging issues effecting the health and safety of staff, pupils and visitors, immediately acting with a view to the highest priority the safety of all on site;
- Ensure adequate first aid cover is provided.

C) Assistant Headteachers/EYFS Leader

The Assistant Headteacher/EYFS will have joint responsibility with the Headteacher for overall planning and organisation of fire and safety issues with the school. In the absence of the Headteacher the Assistant Headteacher/EYFS will assume full responsibility.

D) Teaching Staff

Teaching staff have specific responsibility for the health and safety of themselves and pupils under their control. In particular teachers are responsible for:

- Undertaking lessons and school activities in accordance with any national, LEA or school guidelines relevant to the health and safety of the staff and pupils;
- Ensuring that they are familiar with the school fire procedure and their role;
- Maintaining good standards of housekeeping and cleanliness in the classroom and activities under their control;
- Ensuring that when pupils need to wear any protective clothing or equipment for particular lessons or activities, that its use is rigorously enforced;
- Ensuring that they only undertake work which is within their training or competence and, in particular, that they do not undertake work on roofs, scaffolding, nor in confined spaces such as drains or tanks, unless both trained and authorised to do so;
- Ensuring that any special equipment for which they are responsible is maintained in a safe condition and suitable for the purpose for which it is used;
- Ensuring that where there are health and safety aspects to a particular lesson or activity, the lesson plan addresses these issues and is adhered to;
- Ensuring that any off-site outing or activity for which they are responsible, only takes place following written authorisation by the Headteacher, and in accordance with a plan which specifies a proper level of supervision and health and safety arrangements to ensure that pupils and others are not put at risk;
- Attending any health and safety training provided by the school or LA;
- Undertaking, as directed by the Headteacher, any formal health and safety monitoring or inspections, in order to assist the school in maintaining adequate health and safety standards;
- Reporting promptly any deficiencies in health and safety standards they are unable to rectify to the Headteacher.

- Know the safety measures and arrangements to be adopted in their own working areas and ensure that they are applied;
- Observe standards of dress consistent with safety and/or hygiene;
- Know and apply the procedures in respect of emergencies;
- Co-operate with other employees and the safety representative in promoting health and safety measures;
- Follow health and safety instructions and use appropriate safety equipment and protective clothing;
- Maintain safely tools and equipment;
- Report any incidents, assaults or “near misses”;
- Set a good example to the children in their care;
- Supervise pupils and ensure that they know about emergency procedures and safety measures;
- Ensure that pupils’ bags, coats and belongings are safely stowed away;
- Include all relevant aspects of safety in the curriculum;
- Make parents/volunteers aware of safety procedures in the classroom/work area;
- Give clear instruction and warning as often as necessary;
- Ensure that relevant risk assessments are completed and followed.

E) **Site Manager**

The Site Manager is responsible to the Headteacher for:

- Ensuring that fire equipment and systems are adequately maintained and tested in accordance with the standards specified in the Health and Safety Handbook for Schools, and that records are kept;
- Acting as the school’s representative in any dealings with contractors who are to work at the school;
- Assisting the school in assessment of the competence of any contractors who might be asked to undertake work at the school, and monitoring the standards of health and safety until the work is satisfactorily completed;
- Ensuring that day to day maintenance of the school premises is undertaken and any serious deficiencies which cannot be quickly corrected are notified to the Headteacher;
- Ensuring that statutory inspections of the school plant, equipment (including playground equipment) and systems are undertaken using competent staff or contractors in accordance with LA policies and procedures, and that any remedial action identified is promptly implemented and the required records are kept;

- Ensuring that inspections of portable electrical equipment, the fixed electrical installation, ladders, stepladders, playground equipment and gas equipment are undertaken in accordance with LA standards, and that records are kept;
- Arranging any necessary remedial action identified by the health and safety inspections detailed above;
- Maintaining a register of dangerous and hazardous substances used or stored at the school, and keeping this updated;
- Ensuring that COSHH assessments are available for the materials used or generated in the maintenance and cleaning of the school and for the control of legionella in the school water systems;
- Ensuring that the weekly walk-through inspections of housekeeping standards on the school premises are undertaken, and that deficiencies which cannot be promptly corrected are reported to the Headteacher;
- Ensuring that they only undertake work which is within their training or competence and, in particular, that they do not undertake work on roofs, scaffolding, or in confined spaces such as drains or tanks, unless both trained and authorised to do so.

F) **School Office**

The School Office is responsible for:

- Ensuring that a list of First Aiders is maintained, together with dates for refresher training;
- Arranging necessary refresher training for First Aiders;
- Maintaining records of health and safety training undertaken for school staff;
- Maintaining a list of staff trained to undertake risk assessments required for manual handling, display screen equipment, the use and storage of hazardous substances and general risk assessments;
- Reporting to the Headteacher when there is a need to train further First Aiders in order to meet the minimum number required for the school;
- Ensuring that notices displaying the name and location of First Aiders are kept up to date;
- Maintaining the school accident book and arranging for statutory accident reports to be completed in accordance with the LA;
- Ensuring that a record of fire evacuation drills is kept, showing the date of the fire evacuation and the time take to evacuate the premises;
- Ensuring that there is a nominated person and deputy for calling the fire brigade in the event of fire, and that a clear notice of the procedure for calling the fire brigade is displayed;

- Ensuring that assessments are undertaken of screen equipment and workstations used in the school by employed staff, and that records of the assessments are kept;
- Ensuring that eye sight tests are offered to school staff who regularly use screen equipment;
- Ensuring that records are kept of pupils undertaking school trips and outings, together with the names and responsibilities of supervising staff accompanying the pupils;
- Ensuring that where school visits of holidays involving adventure activities are planned, written confirmation and evidence is obtained from the centre involved, that a current licence, issued under the Adventure Activities Licensing Regulations, is held for the activities involved.

G) **Other School Staff**

All school staff are responsible for undertaking their work in accordance with any instructions or training provided by the school or LA, and for drawing to the school's attention any equipment or situation which could create a danger to themselves or others. All staff are required to carry out their work in a way which avoids risks to themselves or others.

H) **School Pupils**

All the pupils at the school are required, having regard to their age and maturity, to act in accordance with any school health and safety instructions, rules and procedures and not to behave in a way which would put themselves or others in danger. Pupils are forbidden to interfere with or misuse any safety or fire equipment.

I) **Responsibilities of Visitors**

Regular visitors and other users of the school will be required to observe the safety rules of the school. The headteacher will ensure that visitors are informed of health and safety matters which may affect them during their visit.

Parents helping out in school will be made aware of the health and safety arrangements by the teacher who they are working with.

Groups of people who regularly hire the premises will be made aware of safety arrangements through our hiring leaflet and in discussion with the School Business Manager.

The Governing Body and Headteacher have agreed that the following procedures/codes of practice shall be followed within the school:

Defects

- 1) Any member of staff finding a defect in the building, furniture or equipment will take steps to remove the hazard or ensure that the risk is minimised and report the details immediately to the School Business Manager or Headteacher;

- 2) The School Business Manager, in consultation with the Headteacher, if necessary, will take steps to have the defect rectified, i.e. by notifying the Site Manager, contacting property services via the hotline, school technical services or other competent contractor;
- 3) Details of the defect will be reported in the Maintenance book, signed and dated;
- 4) Any member of staff discarding a faulty item or electrical item must also remove this item from the Electrical Appliance Register;
- 5) The contents of the Maintenance book will be checked weekly by the Site Manager

Accident reporting

All serious accidents that occur on the site should be recorded on the Surrey County Council online accident reporting system immediately or as soon as is possible. All minor accidents should be reported in the minor accident book. Where necessary, parents/guardians or other persons should be notified of the accident.

If the accident is serious, senior management should be informed immediately and action taken to ensure the location of the accident is still safe to use.

Arrangements

1. Standards and Guidance

Mandatory common standards and guidance are contained in the Health and Safety Handbook for Schools giving information on health and safety issues of relevance to the school. Where internal guidance does not cover a specific issue, the school will adopt the practices or standards recommended in Health and Safety Executive, or Department for Education publications, or relevant British or European Standards.

2. Competent Professional Health and Safety Support & Assistance

Competent advice on health and safety issues is available to the school through the Health, Safety and Welfare Unit of the LA.

3. Health and Safety Committee

The Health and Safety Committee will meet once a term, as part of the Resources Committee.

4. Risk Assessments

Risk assessments must be completed whenever there is the possibility that a hazard or danger might be encountered as part of a school activity. A list of risk assessments and pro formas are kept on the Riverview network. These are reviewed annually.

Staff should inform senior management if they notice that any risk assessment appears dated or does not deal with the potential risks encountered. It is important to note that expectant mothers should be risk assessed and every off-site visit should be risk assessed.

5. **Fire Safety and Fire Procedure**

The fire procedure is displayed on the notice boards and next to the fire alarm call points.

- **A continuous bell** will sound for a **fire evacuation**.
- **3 bells** will sound for a **lock down**.
- **4 bells** will sound for a **full evacuation of site to Ruxley Church**.

New members of staff will be instructed in the fire procedure as detailed in the Fire Safety Policy.

Evacuation drills will be held at least once a term. Fire extinguishers and the fire alarm system are subject to regular inspection and maintenance, organised by the Site Manager.

Self-closing fire doors are provided in the school to delay the spread of fire and smoke, and must not be wedged open. These doors are clearly labelled "Fire Door, Keep Shut".

Fire drills are held termly and will on occasion include:

- the blocking of an exit
- the removal of a child to test effectiveness of register checks
- lunchtime drills

Responsibilities during fire drill

Headteacher/Assistant Headteacher	Supervision of evacuation Evaluation of procedures Training and guidance
Administration assistant/ member of office staff	Calling the fire brigade
Teachers (teaching assistant/lunchtime supervisor)	Roll call
Office staff	Registers Checking visitors

6. **Accidents and First Aid**

First Aiders names are displayed in the office. Any injuries to pupils or staff must be reported to a First Aider, who will ensure that appropriate action is taken. Records of all injuries must be entered in the accident book. The contents of First Aid boxes are maintained by the First Aiders to whom they are allocated. Accidents, health conditions and dangerous occurrences

falling with in the statutory reporting requirements, will be reported, in accordance with LA procedures, by the School Office.

7. Slips and Trips and Wet floors

Signs with "Caution – Wet Floor" must be displayed when floors are wet or being cleaned. Signs are available for any wet or dry spillages and also available in all toilets and at each end of the school upper and lower floors.

All obstructions that could potentially cause a trip or slip must be reported to the Site Manager or Office staff if Site Manager not present and the relevant processes put in place immediately to prevent any accidents.

8. Emergency Lighting

Emergency lighting is monitored by C.R.L Electrical and checked once a year. Site Manager also conducts a monthly check on lighting with fish key test.

9. Manual Handling

All members of staff should be aware of manual handling activities involved in their day-to-day activities i.e. the movement of bundles of paper, the reorganisation of classroom furniture, the carrying of books, the movement of audio/ visual equipment, the movement of steel pans and music equipment.

Children should not be required to move heavy objects and should only move awkward objects with appropriate supervision.

Staff are reminded annually about correct posture when lifting and carrying equipment. All staff should alert senior members of staff if they feel that an action they are involved with is having an effect on their physical health and well-being.

10. Contractors

Standard arrangements exist for the assessment of competence and the control and monitoring of contractors. These comply with the Health and Safety regulations followed by LA. A risk assessment is made prior to contractors beginning work. This is documented and operated by the Site Manager, or other member of staff who may have been allocated to deputise for this role. If staff or pupils become aware of hazards caused by contractors, these should be immediately reported to the Site Manager.

All contractors and visitors entering the premises are required to sign in and may be required to wear a visitors' badge. They are alerted to important health and safety information. In addition, contractors are advised about the location of asbestos and asked to sign to acknowledge that they have received this information.

11. Health and Safety Training

Minimum standards of Health and Safety training are specified in the Health and Safety handbook for schools; this training is provided for all relevant staff.

12. Fixed Playground Equipment

Fixed Playground Equipment is checked on a weekly basis and findings recorded. Faults to be reported by staff to Site Manager or entered into Maintenance book (kept in school office).

13. Ladder safety

Ladders are checked on a monthly basis and all results recorded. All staff should make relevant checks before using ladders and report any faults to Site Manager.

14. Car Parks

Ewell Family Centre and staff car park are regularly monitored on a daily basis for any defects and operating times are in place for opening and closure of gates around school opening and closing times to restrict traffic entering and leaving for the protection of the children and parents as well as staff and visitors.

15. School Trips and Visits

Off-site educational visits are an important part of school life. Children benefit enormously from the opportunity to experience residential trips and 'days out' at selected venues. However, it is crucial that these visits are prepared well in advance, that risk-assessments are completed and that parents, LA and school staff are involved in the preparation.

Our co-ordinator is Miss Katherine Stayton. They will help support the planning process of a school visit and will advise. Necessary arrangements, information and preparation are to be completed by the line manager responsible for the children experiencing the visit.

Pre-site visits are always recommended in order that staff can feel sure about potential risks involved and prepare alternative arrangements in the case of inclement weather. Staff should also consult with colleagues who have previous experience of the venue or children involved.

All residential visits need approval from the LA and Governing Body.

Further details are included in our Off-Site Educational Visits policy.

Off-site visits and trips are undertaken in accordance with LA guidelines. Any off-site visit must be authorised by the Headteacher, and written permission received from parents. Local visits in close proximity to the school are covered by the annual permission slip; longer visits will require parental permission.

On farm visits, leaders will:

- Remind everyone of the risk of infection;
- Check out facilities at the farm beforehand – in particular hand-washing facilities;
- Ensure adequate numbers of helpers are available to accompany pupils on the trip and to supervise washing and drying of hand;
- Ensure that everyone washes their hands with soap and water and dries them thoroughly before eating and drinking, and again when leaving the establishment.

16. School and Pupil Security

A risk assessment has assisted the school in establishing necessary security measures required for pupil safety. Extensive security systems are in place, but all staff and pupils are required to assist in maintaining high standards of security on school premises.

17. No Smoking

Smoking and vaping are not allowed on school premises at any time.

18. No Dogs

Apart from guide dogs and the school dog, no dogs will be allowed anywhere on the school premises, unless pre-arranged and discussed with the headteacher.

19. Medical Suitability for Work and Medical Arrangements

Pre-employment medical surveillance is undertaken for all new staff, usually by means of a confidential questionnaire, by the Occupational Health Medical Advisor. Confidential medical details are held in the strictest confidence and will only be disclosed to the school with the prior consent of the staff member.

However, certain information (e.g. restrictions on particular types of work, or special precautions necessary for health and safety reasons) will be provided to the school to avoid putting the employee or others at risk. Where a staff member becomes pregnant, or suffers from a chronic health condition which may affect their work, they should notify the school at once, to enable appropriate precautions needed to be implemented.

20. Evening Events and the Use of the School Premises by External Bodies

School events planned to take place within school premises, but out of normal school hours, are subject to authorisation by the Headteacher, and must be carried out in accordance with the school's Health and Safety policy. External lettings are subject to the terms and conditions stated in the Lettings policy.

21. Electrical Safety

The safety and maintenance of the school electrical system is of great importance in order to ensure the health and safety of pupils and staff. The fixed electrical installation will be subject to an electrical inspection and test by an NICEIC contractor at least every five years, to be organised by the Site Manager, who will keep records of the inspection.

Mains powered electrical equipment belonging to staff or pupils must not be used unless it has been electronically inspected and tested.

Work on the electrical installation, and minor repairs such as fitting or changing plugs, or changing bulbs or lighting units, will be organised or undertaken by the Site Manager. Such work will only be undertaken when the relevant part of the installation has been isolated.

Volunteers will not be allowed to undertake work on the electrical installation or repairs to the portable electrical equipment unless they are an NICEIC approved contractor, and can provide a Certificate of Completion when the work is finished.

Where portable mains electrical equipment is to be used outside the school buildings, this will only be permitted if the equipment is suitable for the intended use and is adequately protected from mechanical damage, the weather, contact with water and protected by a 30mA RCD.

Our school has opted into the Education Services premises package, which includes the testing of portable appliances. Registers are kept in the office itemising each appliance and details of tests carried out. Electrical items received or purchased by the school are recorded in the register by the Business Manager. All defective items are removed or repaired.

Work on the school electrical installation by contractors will be undertaken in accordance with the school's standard rules for contractors.

Staff should be vigilant for:

- Damage to plugs and switches;
- Damage to leads;
- Correctly fitted connectors;
- Coloured insulation of the internal wires not showing at plug or appliance;
- Damage to outer case of equipment;
- Signs of overheating;
- Signs of liquid spillage or entry of foreign materials, ventilation ports not blocked;
- The appliance being used for the purpose it was designed for.

Pupils in years 5/6 are allowed to connect/disconnect electrical equipment (under supervision). They are not allowed to carry TV sets or other electrical equipment around school. Stage lighting is checked annually.

22. Work at Heights

Work at heights, necessitating the use of ladders, step ladders exceeding 3 m in height, or in areas where there is a risk from falling, will only be undertaken by, or when approved by, the Site Manager. Pupils must not be permitted to undertake work at heights under any circumstances.

23. Work on Maintenance or Improvement of School Premises or Facilities by Volunteers

Work on school buildings by school volunteers may only be undertaken when a written plan has been agreed by the Headteacher and Site Manager. This must ensure the competence and experience of those involved, and their compliance with Health and Safety Procedures.

24. Health and Safety Inspection, Monitoring and Auditing

To ensure that health and safety standards are maintained and deficiencies identified, a system of regular monitoring and inspection operates at the school, co-ordinated by the Resources Committee and the Headteacher.

Inspections are undertaken once a term and cover each area of the school. Members of the Resources Committee carry out the inspection. Inspection reports are reviewed by the Headteacher and the whole Governing Body. Where problems identified by the inspection cannot be satisfactorily resolved at school level the Headteacher will raise the matter with the LA or Diocese.

The Governors' meeting will also receive a health and safety report from the Headteacher.

25. Communicating Safety

Any member of staff or volunteer who becomes aware of a hazard, which is outside their remit to rectify, should advise the school office of the danger. This information will then be noted in the Maintenance Book and forwarded to the Site Manager.

The Headteacher will circulate any relevant Health and Safety information to staff.

Any accidents on the school site, or whilst on school outings, will be reported. Accident forms will be filled in as required in the Health and Safety Handbook for Schools.

26. Safety in the Curriculum

Health and Safety guidelines for PE and Games can be found in the relevant policies. Statements relating to health and safety are also included in Design and Technology and Science policies. Teaching of all curriculum areas is done in accordance with this Health and Safety policy.

The PE equipment is inspected annually. The PE Subject Leader is responsible for overseeing this inspection and for keeping a weekly check of whether equipment is fit for purpose.

The PE policy outlines procedures for safe use of equipment. Careful consideration should be given to the use of apparatus. Staff should be particularly alert to the use of equipment with children with behavioural needs. It may be necessary for additional TA support to be given where there are concerns.

Use of the sports field

Before beginning any activity, staff should check the playing area to ensure that it is clear and ready for use.

27. COSHH (Control of Substances Hazardous to Health)

Our school is alert to the need to limit the use of any hazardous substance and use alternative substances where possible. All COSHH materials have safety data sheets which are kept in the Site Manager's office, School Business Manager's office and the cleaner's cupboard.

All staff are reminded annually of COSHH materials.

28. **Work Experience**

We welcome work experience students to Riverview. In order to make sure that their experience is beneficial it is important to:

- follow the work experience risk assessment;
- ensure an appropriate match between the student and the activity;
- ensure appropriate supervision at all times.

Work experience students are co-ordinated by the senior management team. Their class teacher is responsible for ensuring their induction and mentoring them whilst on site.

29. **Display Screen Equipment**

All work stations used by staff require a risk assessment. Staff should have training in the use of the DSE. This should be delivered by the School Business Manager following advice from Surrey.

30. **Asbestos**

An asbestos register is available and shown to contractors prior to work beginning. This should be signed to confirm. An asbestos risk assessment is available. Further information is contained in the LA asbestos policy.

31. **Water Quality**

Thomson Environmental Services are the current contractor who deal with water quality and Legionella control at the school. The Site Manager also conducts weekly, monthly and quarterly water testing.

32. **Trees**

Trees are checked on the first working day of each week and during and after big winds and on the first day back after each term break. Problems are reported to Strictly 4S Education.

33. **Special Arrangements for People with Disabilities**

The SENCO is primarily responsible for ensuring that adequate arrangements are in place to accommodate the special needs of any pupil with visual impairment, motor disability or other disability that may require special safety provision.

The SENCO will liaise as necessary with other appropriate members of staff to ensure that all reasonable steps are taken to assist pupils with disabilities.

Responsibilities for class teachers (or teaching assistant/lunchtime supervisor if class teacher not onsite)

During the **first day of school** all class teachers should explain to children what the procedure is should the fire bell sound. This should include information about:

- Fire exit to be used
- Assembly point
- Action on discovering a fire
- Keeping gangways clear

Fire exit to be used – is the nearest available exit. Please also make note of alternative exits should this one be blocked.

Assembly point – is on the rear field standing in registration groups. Where children have been in sets or working in other groups, they should return to their registration group for roll call.

Action on discovering a fire – children inform someone immediately and should never try to put a fire out themselves.

Keeping gangways clear – children should be reminded about hanging coats and bags out of the way

Reporting – registers will be taken out onto the field by office staff and handed over to class teachers. Once the register has been checked teachers should let the headteacher know that the class are all present.

The same procedure will be used in the event of another emergency where evacuation of the school building is needed. For further information see 'Emergency procedure' document. This also provides information about the notification of staff, parents and LA in the event of school closure.

Tests and checks

Daily (Site Manager)	On arrival Exits and routes to remain unobstructed Exit doors unlocked Main fire panel working On leaving Electrical equipment disconnected or switched off Exit and windows adequately secured All fire doors closed
Weekly (Site Manager)	Test fire alarm systems and record in Site Manager's log Test one alarm each week on a rota
Monthly	Check extinguishers are in the correct place

(Site Manager)	
Termly (Headteacher)	Fire drill – on occasions to include the blocking of an exit, removal of a child and lunchtime evacuation
Six monthly (Site Manager)	Check emergency lighting and record in log
Annually (Governors)	Test fire alarm system Check door closers all in order Annual inspection of fire extinguishers

Fire notices are contained in each room.

Occupation density figures

Large hall	Close seating – 100 people Seated at tables – 220 people Dancing, no tables or chairs – 200 people Dancing with tables and chairs – 110 people
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Lone working and personal security

The LA, as a responsible employer, does not expect any employee to go into a dangerous situation for which he/ she is not prepared. If you think you may be exposing yourself to danger in entering a building or site you should not do so.

Key holders responding to an alarm

Please note:

- Always assume an alarm is genuine
- If possible, speak to anyone who has drawn your attention to the alarm or incident to find out if they have any information about what may be happening
- Take a torch
- Take a mobile phone
- Look outside your own home before going out in case someone is watching you leave
- Tell someone where you are going and how long you are likely to be

If police are attending the incident, then wait for the police to arrive before entering the site.

If the police are not attending:

- Never confront an intruder or approach or enter a building if you think an intruder may be in there. Call the police and wait outside.
- Do not enter or approach a building on your own if you are concerned for your safety.
- Check from outside of the school and at a distance to see whether there are any signs of an intrusion.
- Check whether there are any unexpected vehicles in the area.
- Make sure you have a mobile phone to summon help if necessary.

Staff working alone in the building

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

- Tell somebody where you are and what time you will be home
- Ensure that entrances are secure – ensure that the main entrance door is secure and that you can get out of another door in case of an emergency without using a key
- If you are the last member of staff to leave ensure that the door through which you leave locks behind you
- If anyone suspicious attempts to enter the building or you see or hear anything suspicious contact the police using the telephone in the headteacher's room, main office or mobile phone
- Always be alert when leaving the building

Key holders managing lettings

- As far as possible only open up the part of the building which has been hired
- For locking up, return to the building before the hirers leave
- Check the areas for any hidden intruders before the hirers leave

Leaving an empty building

- Carry out locking up and security checks from the inside of the building wherever possible
- Start the locking up process while there is still staff inside the building
- Set all alarms
- Always be on the alert when leaving an empty building in case someone is waiting for you to do so

In the event of trespassers

Where a person is not immediately recognised as having legitimate reason to be on the school grounds they should be politely asked if they need any help. Assuming the person seems to have a valid reason, they should be directed towards the office where they will be asked to sign in and out and be given a visitor's badge.

If it emerges that the person has no right to be on school premises then

- They should be asked to leave by the nearest exit and observed until they do so
- The most senior member of staff available should be informed

If an intruder refuses to leave, becomes abusive or seems to present a threat to the safety of others the police should be called without delay.

If you feel in anyway threatened do not approach but find a safe place and call the police. Don't try to physically remove trespassers from the site or engage in arguments with them. Make your point, withdraw and call the police.

In the event of a break in on site

Remember personal safety is far more important than the protection of property.

1. Ensure that if children are still on site any available barriers are put into operation
2. Alert colleagues who should call emergency services and seek assistance
3. Monitor the intruders and check their progress

In the event of an abusive parent/adult

Make sure any meeting with any adult whom you suspect may turn abusive is conducted in a room that can easily be monitored and with members of staff within easy reach. It may be appropriate to request that an additional member of staff meets with the parent depending upon circumstances.

Should a parent/ adult become abusive they should be asked to leave the premises in a calm and non-threatening way. It might be appropriate for a member of staff to alert the police should the adult refuse to leave or if their behaviour is causing concern in any way.

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

Please see Parental Behaviour policy.

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

As a general rule, the police should be called to deal with any incident believed to involve a weapon. There may be exceptions where the circumstances appear to be wholly innocent and the matter can be dealt with on a disciplinary basis. If in any doubt, call the police.

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

Reporting Incidents

Use an incident form to report all incidents, however minor, including all alarm responses and all trespass incidents. In addition, any occurrence where individuals are, or feel threatened must be reported to the police and the LA, as it is a serious matter. Use the official accident report form for this purpose and return it to the LA immediately.

Head lice

The problem with head lice is of great concern to the local community. It is a community problem that can be a particularly sensitive area within schools. We respect the concern that parents voice when children in the same class as their own remain in school untreated. However, the responsibility for ridding children of lice rests with parents. We will do our best to ensure that steps are taken to deal with the problem as it occurs.

Principles

As far as possible no one with head lice will be made to feel embarrassed by their identification. Staff will at all times be considerate as to the need for sensitivity.

Procedures

ANNUALLY- Parents are reminded through the school letters of the need to be vigilant and ways of dealing with head lice when they are identified.

IF A REPORT IS RECEIVED – Parents of children in the class are sent a letter asking them to check their child's hair.

Check

Any

Nits

And

Dose

Again

INTERMITTENTLY – The school nurse will be asked to set up a “drop-in” session for parents to provide advice on treating head lice. A video might also be available at this time. On occasions, promotional material is made available to the school and is distributed or advertised at the discretion of the headteacher.

FIRST AID

RESPONSIBILITIES

The following people currently hold a first aid qualification:

Name	Valid from	Expires on
Hannah Lurway	12.06.24	13.06.27
Megan Hannigan	12.06.24	13.06.27
Katie Greene	06.11.24	05.11.27
Jenna Turner	03.11.25	02.11.28
Laura Herrington	03.11.25	02.11.28
Kris Gibson	03.11.25	02.11.28
Amie Martin	02.12.25	01.12.28

Although these people can be requested for advice and support during the school day, it is asked that discretion is used as to the frequency and timing of any interruptions to their normal school duties.

EQUIPMENT

The first aid box is kept in the school office/KS1 & KS2 boxes. It contains only approved equipment. It also contains latex gloves, which must be used for first aid treatment, particularly if blood is present. This is to eliminate the risk of HIV virus infection.

For the supervising of an out-of-school visit there is a first aid kit available – staff must ensure that this is taken on a trip.

Office staff/first aiders should check and replenish stocks as necessary.

PROCEDURES

In case of concern about the health of an individual the following precautions should be followed:

1. the child is sent to a qualified first aider;
2. the injury/ concern is checked and an assessment made of the level of treatment needed;

3. a decision will be communicated to the class teacher and or head/office staff as necessary;
4. parents are informed when necessary;

Levels of action include:

- treatment on school premises for minor ailments/ accidents – Minor Accident Book
- treatment on school premises with a letter sent home informing parents of the nature of the incident/ accident – Minor Accident Book
- parents contacted immediately – Accident Book – LA informed if sufficiently serious
- if parents are unavailable and the injury is considered to be sufficiently serious then removal to hospital – Accident Book – LA informed
- if a very serious injury or there is any uncertainty about the level of severity an ambulance will be called immediately and parent informed

In each case every attempt should be made to:

- check the injury to the best of our ability
- inform the relevant people in the case of more serious incidents. This includes:
 - the headteacher
 - the parents
 - the LA
- keep accurate records of the injury, events leading up to the injury and actions subsequently
- err on the side of caution
- consider the needs of the child as central to all actions

MEDICATION

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

The following points should be noted where children are administering their own medicine:

- There should be written instructions on the medicine container or from parents or other competent authority to indicate when the medicine is to be taken and how much constitutes a normal dose
- Medicines should be kept in the office medical cabinet. The only exception is where children need the medication with them as with inhalers.
- Periodic checks should be made to ensure that no medicines have been left in the cupboard beyond the period of administration. Whenever possible no medication should be discarded in school but rather sent home in the same way they were originally brought to school.
- All medicines should be clearly labelled with the child's name on both the outer and inner containers where appropriate.
- Children should not remove their medicines from the offices when doses are being taken.
- Two members of staff should observe a child taking their medicine and sign to record that this has taken place.

Where a first aider has volunteered to administer medicine:

- Signed consent should be obtained from parents
- All medication given should be documented
- Two members of staff should sign to say they have given the dose

Near misses reporting

Near misses should be reported to the headteacher or Assistant Head in her absence. Any near misses are then recorded in the near miss register. This is checked on a termly basis and any particular issues identified and acted upon.

Smoking

To help ensure that we offer pupils, staff and visitors a safe, secure and healthy environment our school has adopted a no smoking policy (including vaping), which covers the school, playgrounds and playing fields.

Health and safety during science experiments

The use of practical equipment during science lessons is encouraged. We recognise the benefits of children being given the opportunity to conduct experiments for themselves. Safety rules for conduct during these opportunities include:

- be sensible during the experiment
- follow instructions immediately
- only touch equipment when you are told to

- carry equipment with care and always walk
- make sure any equipment used is returned carefully
- inform your teacher of any breakages
- if you're not sure – ask!

All experiments should be carefully planned and prepared for. Preparation should include:

- consideration of staffing levels
- consideration of group mix and children with special needs
- room dynamics
- a risk assessment according to the materials and equipment to be used

Where there are any concerns or queries the science coordinator should be consulted.

Swimming lessons

The 'duty of care' is shared between the class teacher and swimming teacher whilst the pupils are on the poolside.

Medical considerations

Children with colds, open wounds, sores should be excluded from the water. School medical records should be checked carefully and any relevant medical disabilities reported in writing to the swimming teacher. Children with asthma should ensure that they bring their inhaler.

Supervision

Children should go to the toilet, blow their nose and have clean feet before going onto the poolside. Children are not allowed to run on the pool surrounds and teachers must not turn their back on the class and engage in conversation. All children and teachers must understand the pool emergency procedure.

Poolside

Teachers must have a whistle and use this to alert the staff to any difficulties.

The lifeguard is there to ensure the safety of all pool users and should not be unnecessarily distracted.

In the event of a rescue being affected, all teachers should assume responsibility for removing their class from the water and take direction from the pool staff or Duty Manager.

Emergency evacuation

The fire alarm is the signal to evacuate. Staff must evacuate the pool and assemble swimmers by the nearest fire exit. Under no circumstances should children be taken to the changing areas to collect their belongings. Teachers are responsible for ensuring their class is fully accounted for by taking a register.

Photographs and Videos

This policy has the intention of protecting children from the misuse of photographic images. It aims to enable safe practice to continue and allow for the use of pictures, both still and moving, where permission is given and there are educational or recreational benefits. It is also linked to our Data Protection Policy.

All parents

- Will be asked for permission for the taking of photographs by the media.
- Will be reminded that assemblies and concerts may be photographed and videoed and as such any concerns they have should be expressed to the concert organiser prior to the event. Parents will be asked to refrain from taking photographs or videos where it is known that permission has not been given for one of the participating children.
- Will be reassured that videos and photographs taken within school, by school staff, will be used for educational purposes and that care will be taken that images respect the self-esteem of the children concerned and are not used to illustrate sensitive or negative issues.

On entry to our school

Parents will be informed of school policy and permission requested for use of pictures within the establishment.

Annually

Parents will be reminded of school policy and requested to contact school if they should wish to make amendments to their original consent form.

Should the situation arise

Parents will be asked prior to specific events if they are happy for their child's picture to be taken by the media for use as agreed between the newspaper and the school.

Health and well-being of staff

In order to help prevent stress and to provide the best working environment for the health and wellbeing of staff we recommend:

- that times of meetings be negotiated and are aimed at limiting the length of time and frequency with which staff need to remain in school
- that length of meeting is agreed and where possible adhered to
- that notice is given of cancellations
- that consideration is always given to time scale to enable a reasonable amount of time to be given for completion of a task before the deadline
- that deadlines can be negotiated in extenuating circumstances

- that consideration is always given to workload and that no individual, regardless of level of authority, is expected to complete an unreasonable amount in a limited time
- that where possible INSET days also allow for inter-phase/ year work and meetings
- that PPA is regular and reliable and may be completed off site in exceptional cases
- that TAs are deployed to support teachers where possible

Stress

Hopefully, the practices recommended above should help prevent stress. In some cases, this may not happen and staff should be alerted to some common effects of stress. These include:

- high level of anxiety
- low self-esteem
- inability to concentrate
- being more prone to accidents
- headaches/ migraine
- depression
- panic attacks
- chest pains
- stomach problems
- relationship problems

Colleagues should be alert to signs of stress in themselves and one another and should take steps to address these as they occur. Methods for dealing with stress might include:

- sharing concerns with colleagues
- prioritising workload
- Learning to say 'no'
- taking up a new hobby or sport
- sharing feelings with people at home
- ensuring that some time every week is set aside for relaxation
- discussing responsibilities with a senior colleague and perhaps negotiating deadlines
- pay attention to diet and ensure that you eat healthily and regularly

It is important that we create in school an environment which welcomes the sharing of problems and concerns and offers support and advice as needed. If symptoms persist staff should contact a GP and concerns should be discussed with a senior colleague.

Further information is available in the Health & Well-being Policy. The school also buys into EAP (Employee Assistance Programme 0800 028 5147)

Fitting in with families

Every employee at our school has demands outside of the work place which will, on occasion, place pressure upon them and are likely to lead to differences in work practice. It is important that we recognise this and support colleagues in managing these demands. This includes:

- being flexible about requests for attendance at funerals,
- enabling support for ageing relatives and children with medical appointments,
- enabling staff to attend significant important events in respect of children i.e. Christmas concerts, first day at school.

It is expected that wherever possible staff will make arrangements around the school day but, where this is not possible, we will attempt to support them in meeting the demands of home and school.

Where staff become aware that they are pregnant, it is recommended that the Headteacher is informed as soon as possible in order that appropriate safeguards can be put in place.

Monitoring arrangements

The Governors will call for annual reports on:

- accidents/ incidents
- results of internal or external health and safety inspections
- complaints
- summary of 'walk about' information from health and safety link Governors