



# Health and Safety Policy

Approved by	Trust Board	Date Approved	6 February 2026
Review cycle	Annual	Date of next review	February 2027

Version	Author	Date	Changes
1	Julie Woodley	06/02/2025	New policy based upon SCC model policy
2	Gary Martin, Head of Estates	28/01/26	No changes

**Contents**

1. Statement of General Policy on Health, Safety, and Welfare ..... 3

2. Organisation and responsibilities for health, safety, and welfare ..... 4

The Board of Trustees..... 4

Competent Person ..... 4

The Local Governing Body of each ELT school..... 4

Headteacher ..... 5

Deputy Headteacher(s)..... 6

Line Manager/Head of Department ..... 6

Teaching staff (including supply) ..... 6

Premises Managers/Premises Staff ..... 7

Health and safety co-ordinator..... 7

All employees (including temporary and volunteers) ..... 8

Health and safety committee ..... 8

3. Arrangements and procedures for health, safety, and welfare ..... 9

Accident and near miss reporting, recording and investigation..... 9

Asbestos..... 9

Contractors ..... 10

Curriculum safety..... 10

Display screen equipment (DSE)..... 10

Electrical equipment..... 10

Emergency procedures..... 11

Fire precautions and procedures..... 11

First aid ..... 11

Glass, glazing, doors and gates ..... 11

Health and safety advice..... 12

Housekeeping, cleaning, and waste disposal ..... 12

Infection control ..... 12

Jewellery ..... 12

Lettings/shared use of premises..... 12

Lone working ..... 13

Maintenance of equipment..... 13

Management of medicines ..... 13

Manual handling ..... 13

Personal Protective Equipment (PPE)..... 13

Playground safety ..... 13

Risk assessments..... 14

School trips/off-site activities ..... 14

Site security/visitors ..... 14

Schools have their own lockdown procedures..... 14

Smoking/vaping ..... 14

Staff consultation..... 14

Staff health and safety training ..... 14

Staff well-being / stress ..... 14

Swimming pools..... 15

Vehicles on site ..... 15

Violence ..... 15

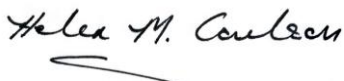
Water management (Legionella)..... 15

Working at height ..... 15

## 1. Statement of General Policy on Health, Safety, and Welfare

The Board of Trustees, the Chief Executive Officer, the Local Governing Body of each school (LGB) and Headteachers will:

- 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 and visitors at each of our schools.
- Act in accordance with the general health and safety (H&S) policy of Enlighten Learning Trust (The Trust).
- 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.
- 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 H&S duties.
- Provide as necessary, sufficient policy, procedures, arrangements, and supervision, to ensure compliance with all relevant H&S 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 H&S culture is promoted, through communication and consultation with employees and their representatives.
  - The safety of visiting contractors, members of public and authorised visitors.
  - Require all managers in the school community to act in accordance with the Trust's H&S policy and procedures and require the same of persons that they supervise and take responsibility for.
  - Require all staff to actively support the H&S policy 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.
- In support of the above, each LGB and Headteacher will ensure an adequate process for risk assessments to be carried out and the significant findings shared with all relevant persons and incorporated into our H&S procedures.



**Helen Coulson, Chair, Board of Trustees**



**Mike Boddington, CEO**

## **2. Organisation and responsibilities for health, safety, and welfare**

The following H&S organisational structure, and roles and responsibilities are approved by the Board of Trustees/ LGB's and the Headteachers. Any reference to a school should be construed as a reference to every school within the Trust.

### **The Board of Trustees**

Enlighten Learning Trust as the employer has a statutory duty in respect of H&S to ensure that premises and people are healthy and safe. They will approve the Health, Safety and Welfare policy.

Implementation of the policy is delegated to the individual school LGB's and Headteacher with support from the Trust Central Team.

### **Competent Person**

The Trust procures H&S advice from Surrey County Council Strategic Risk Management. This service provides an appointed competent person.

### **Chief Executive Officer**

The CEO is responsible for ensuring that the Trust complies with statutory and legal requirements in respect of H&S.

### **The Local Governing Body of each ELT school**

Each Local Governing Body monitors implementation of the policy. The LGB further ensures, that the allocated resources for H&S are used sufficiently and appropriately. Each LGB will nominate a H&S governor as the 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.

The link governor will:

- Ensure that the health and safety policy is up-to-date, complies with legislation and meets best practice (if school policy, rather than trust policy, check it reflects the school's circumstances)
- Sample the school's risk assessments and check that these are up to date and carried out for all the relevant areas.
- Monitor staff awareness and engagement with the H&S policy and risk assessments, appropriate for their role.
- Sample the school's record of accidents and near misses to look for any patterns which could cause concern.
- Monitor the process for accident reporting to ensure accidents are appropriately investigated and steps are taken to avoid them happening again.
- Review insurance claims to determine whether preventative action is being completed.
- Check the school has a business continuity plan and that key staff are aware of their roles.
- Check school staff training to check that they receive relevant information from school management about health and safety and that there's a process to inform them of changes.
- Make sure that appropriate health and safety information is displayed through the school.
- Review the audit of health and safety checks is carried out (for example, fire alarm tests).
- Attend any relevant training for health and safety link governors.
- Report back to the governing body about health and safety issues and developments.

The link governor will not conduct any health and safety checks themselves.

## Headteacher

As the senior manager for the premises, and of all on- and off-site school related activities, the Headteacher is responsible for the day-to-day management of H&S. The Headteacher will advise Governors and the Trust Central Team of any H&S issue where their support or intervention, either through system or finance, is necessary and appropriate to affect the requirements of this policy. They will ensure that:

1. The school adopts this policy, reflecting local arrangements and positions of responsibility, ensuring the contents of this policy are brought to the attention of all relevant persons.
2. A process for risk assessments is applied within the school.
3. Appropriate control measures are implemented.
4. Assessments are monitored and reviewed as necessary.
5. There is a management system for monitoring the effectiveness of H&S arrangements, which form part of this policy.
6. Appropriate staffing levels for safe supervision are in place.
7. An adequate schedule for inspection, maintenance and statutory assessments is in place to ensure a place of work in a safe condition and a safe working environment, in line with DfE's Good Estate Management in Schools, which will include:
  - The fabric of the building
  - Play equipment
  - Fire appliances
  - Boiler/heating systems
  - Portable electrical appliances
  - Water systems
  - Swimming pools, water features and safety around ponds
  - First aid/medical facility and equipment
  - Premises staff equipment
  - Trees
  - Curriculum specific e.g. gymnasium and fume cupboards
8. An adequate needs analysis of H&S training is undertaken for school staff and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
  - Headteacher H&S awareness
  - H&S induction training (all new and temporary staff including agency)
  - Emergency/fire training for the whole school community
  - First aid
  - Risk assessment
  - COSHH (Control of Substances Hazardous to Health)
  - Manual handling
  - Working at height
  - Any further specific H&S training identified by the training needs analysis as being necessary and appropriate will also be considered and carried out
9. Through the Trust, it secures and maintains an arrangement for obtaining competent H&S advice as required by the Management of Health and Safety at Work Regulations 1999.
10. A termly H&S report is provided to governors.
11. The school cooperates and participates in H&S monitoring arrangements.
12. An Educational Visits Coordinator (EVC) is appointed and trained accordingly.
13. Contractors (including catering, cleaning, and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
14. Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents, and timely review and sign-off of reports.
15. Emergency/fire arrangements are formulated and reviewed as necessary and tested at least termly.

16. The fire risk assessment is reviewed annually and/or whenever significant changes or building work might affect the means of escape. The Headteacher is the responsible person as required by the Regulatory Reform (Fire Safety) Order 2005.
17. May delegate functions to other 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.

**Deputy Headteacher(s)**

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

**Line Manager/Head of Department**

Managers in charge of curriculum areas/departments/staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. Line managers will ensure that:

1. The risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
2. All accidents and incidents occurring within their areas are reported, recorded, and investigated in accordance with the school's procedure.
3. All persons they manage or are responsible for, are aware of their specific roles in case of fire emergency.
4. Any equipment/appliance which has been identified as being unsafe is removed from service.
5. H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report is provided to them where necessary.
6. The H&S training needs of staff are identified and the Headteacher informed accordingly.
7. Staff are properly consulted on any matters that may affect their health or safety whilst at work.
8. New transferred and temporary staff, including agency workers, receive appropriate H&S induction training and/or appropriate supervision
9. First aid provision is adequate.
10. Pupils are given relevant H&S information and instruction.
11. H&S is a regular item on department agendas

**Teaching staff (including supply)**

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

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

**Premises Managers/Premises Staff**

Premises Staff are responsible to their Line Manager and in accordance with their job description ensure:

1. The removal from service of any item of furniture, apparatus, or equipment which has been identified as unsafe
2. That any identified hazard is appropriately removed, isolated, or contained as necessary to prevent danger.
3. That periodic H&S site inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. These inspections may be carried out with others such as governors, H&S coordinator etc.
4. That persons they supervise only undertake work for which they are competent.
5. That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
6. That all staff work in accordance with safe working practices issued by the Trust, the school, Surrey Strategic Risk Management and outside safety agencies, for example CLEAPSS
7. That all contractors on site are aware of the emergency evacuation procedures and have sight of the school H&S policy as appropriate to their work.
8. That all contractors view the school's Asbestos Management Plan and Asbestos Register prior to commencing works that may involve working in areas with the potential of disturbing asbestos and that the arrangements set out in the Asbestos Management Plan are followed, including that no works shall be undertaken on the fabric of the building without an intrusive survey being undertaken.
9. Inform all contractors of any known hazards which might affect them whilst at work.
10. Arrange checks, inspections, statutory assessments, and examinations in accordance with the DfE's Good Estate Management in Schools by suitably competent persons and ensuring that records are kept locally.

**Health and safety co-ordinator**

The Headteacher may appoint or nominate a H&S coordinator. They carry out specific functions which may include:

1. Having an overview of the school's H&S policy and arrangements, bringing amendments to the attention of the Headteacher where necessary.
2. Overseeing and supporting the school's risk assessment/risk management process and advising the Headteacher of any deficiencies.
3. Ensuring all inspections, statutory assessments, and examinations including for management of asbestos and legionella, are carried out in accordance with the DfE's Good Estate Management in Schools by suitably competent persons and that records are kept locally.
4. Ensure that all staff and all contractors on site follow the school's arrangements for managing asbestos set out in the Asbestos Management Plan, including that no works shall be undertaken on the fabric of the building without an intrusive survey being undertaken.
5. Carrying out, with the Headteacher and others as appropriate, the school's accident and incident recording, reporting, and investigation arrangements.
6. Arranging termly evacuation drills and weekly fire alarm tests etc.
7. Advising the Headteacher of any defect in the state of repair of the building or its grounds, which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
8. Arranging for the repair, replacement, or removal of any item of furniture or equipment which has been identified as unsafe.
9. Coordinating regular H&S inspections, ensuring all areas of the establishment and all activities are covered.

10. Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
11. Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning, and grounds staff), visitors and others on the site to ensure that any risks to the H&S of staff and others are kept to a minimum.
12. Ensuring that all senior managers (including heads of departments) are kept informed of the names and details of those persons appointed to provide competent H&S advice.
13. Carry out H&S functions in school and maintain an overview of the H&S organisation and management of the school, and report to the Headteacher accordingly.

**All employees (including temporary and volunteers)**

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

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

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

**Health and safety committee**

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

Where a school has established a health and safety committee, the following is applicable:

The school has established a health and safety committee which meets termly. The main purpose of the committee is to consult with staff on health and safety issues and agree health and safety procedure. Minutes of the health and safety committee are copied to governors for termly governing body meetings. Membership of the health and safety committee may include:

- Headteacher
- Health and safety link governor
- Health and safety coordinator
- Heads of department
- Safety representatives
- Site supervisor
- Caterer in charge
- EVC

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

Each school has a named H&S link governor. H&S reports are provided to Governors and Trustees at least termly.

### 3. Arrangements and procedures for health, safety, and welfare

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

#### Accident and near miss reporting, recording and investigation

All accidents and incidents are recorded as soon as reasonably practicable by the designated person with this responsibility.

Accidents and incidents are reported on the 'OSHENS' online reporting system ([surreycc.oshens.com](https://surreycc.oshens.com)) including:

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

All accidents and incidents are investigated by the school with support from Trust Central Team if required. The 'Initial Review' is completed within 7 days by Trust Central Team

Any report that meets the threshold for further reporting to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) will be duly reported in the statutory timeframe.

The responsibility to ensure the RIDDOR is submitted lies with the school. The Trust Central Team will support and will submit on the schools behalf if required.

Guidance including HSE's [EDIS1](#) is followed and is available in H&S Resources on [Surrey Education Services Hub](#).

#### Asbestos

School's written Asbestos Management Plan (AMP) sets out its arrangements for managing asbestos and is reviewed annually or upon any significant change. ELT is the designated 'Duty Holder' and the Responsible Person and their Deputy if applicable 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
- Site Asbestos Management Arrangements
- Emergency Procedures

The AMP covers arrangements for safely managing any works by internal staff or external contractors, the re-inspection of known ACMs by a competent person 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.

Instruction to staff to not drill or affix anything to walls and/or ceilings without seeking prior approval from premises manager has been provided (e.g. staff handbook). Any damage must be reported to premises team and emergency procedure in AMP followed if appropriate.

### Contractors

ELT finance regulations are followed, and new supplier and contractor forms are approved before awarding work to any new contractors. Checks carried out include evidence of insurances, recommendations, prior experience and relevant professional qualifications. Advice can be obtained from Trust Central team.

Once a contractor has been selected the school (with support from the Trust Central team) will make arrangements for the induction of contractors, arrangements to exchange health and safety information and agree safe working practices, risk assessments and method statements. The school will designate a person with the responsibility for monitoring contractors' working methods. Staff will report any concerns to them and/or appropriate senior manager. Urgent H&S issues and or safeguarding concerns MUST be reported in line with emergency H&S procedures and/or child protection procedure within school.

Contractors sign to confirm shown Asbestos Management Plan and Asbestos Register ahead of any works, school ensures the requirements of the AMP are followed.

### Control of safe handling and use of hazardous substances

All hazardous and flammable substances, materials, chemicals, and cleaning liquids are to be kept in secure, locked area and are only to be used after undertaking a risk assessment.

Non curriculum COSHH assessments and Safety Data Sheets are located with the substances for ease of reference and reviewed regularly. The risk assessments are also saved on teams in ELT staff. Site and cleaning staff complete COSHH training appropriate to their role. These are reviewed at least annually.

Department specific such as Design and Technology and Science follow CLEAPSS advice.

Radiation Protection Advisor is supplied by CLEAPSS through Surrey CC as Radiation Protection Officer. Secondary schools will also appoint a Radiation Protection Supervisor.

### Curriculum safety

All teaching staff will be familiar with the school's H&S policy, and complete risk assessment's specific to their own curriculum area prior to commencing hazardous activities. Heads of Department will ensure that staff have the required qualification to teach certain activities, and to be familiar with relevant guidance from professional bodies e.g., the Association for Physical Education

### Display screen equipment (DSE)

Training is provided for staff who are 'DSE users' on use of Display Screen Equipment (DSE). HSE guidance is followed, and workstation assessments carried out to ensure correct controls are put in place to promote wellbeing, ergonomic workstations, and good working practice. Any concerns relating to workstation set up should be reported to IT support. Health concerns should be discussed with line manager and if required reported to HR.

DSE 'users' are entitled to a free eyesight test when they first become a DSE user, at regular intervals thereafter and if experiencing visual problems which may be related to DSE work. Ergonomic assessments are available following an occupational health referral. Schools should contact HR for guidance on how to access free tests.

### Electrical equipment

The following tests/inspection are arranged by the person in the school with this responsibility.

- Fixed wiring inspection is carried out every 5 years by a competent person.
- Portable appliance testing is carried out per risk assessment (usually annually) by a competent person. Where a school has arrangements for laptop chargers to be checked by IT support; staff carrying out these tests must be trained and have appropriate equipment which has required calibration check.

- Records of inspections are kept as appropriate. Any defective equipment should be reported to the designated person with this responsibility so that the item can be assessed for repair, removal or renewed.
- Personal items should not be used without approval.

#### Emergency procedures

Schools will revert to their emergency plans for bomb threats, evacuations, other emergencies (e.g. lockdown) and buddy establishments. Emergency plans are saved in teams for access by the Trust Central team and individual schools Senior Leadership Team. Schools communicate responsibilities to staff as applicable as not all staff with duties under the plan will have access to this secure area on teams.

The emergency plan is updated annually

#### Fire precautions and procedures

- The school will appoint a person who is responsible for arranging and reviewing the school fire risk assessment and action plan annually.
- A fire drill will be carried out at least termly. This may be planned or due to alarm activation
- The schools fire procedures are reviewed annually and communicated to staff and pupils. The roles and responsibilities are detailed on these plans
- All staff completed fire safety awareness training annually
- Personal Emergency Evacuation Plans are kept with appropriate departments depending whether applicable to staff member or student
- The school will decide if they need to call the fire service and has designated staff to do this and to meet the fire brigade on site

The following checks are completed and records/evidence kept at each school:

- A weekly fire alarm check/call point
- Checking of fire extinguishers– monthly
- Maintenance of fire extinguishers/blankets -annually by the schools appointed contractor
- Emergency Lighting – monthly flick test
- Emergency Lighting 3 hour test – annually
- Daily check of escape routes

#### First aid

Each school has a first aid risk assessment and first aid policy. Names of first aiders (including cover for absences) and locations of first aid boxes are displayed at each school. These named staff are responsible for summoning an ambulance, checking and restocking of first aid boxes and accompanying pupils if required.

Training and retraining of first aiders is managed by each school through external providers.

Allergies are managed as per the schools “Supporting Pupils with Medical Conditions Policy”

#### Glass, glazing, doors and gates

All glass in doors, side panels is to be safety glass, or fire rated if within a fire door, all replacement glass to be of safety/fire standard. Assessment to be carried out by each school to confirm compliance. 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 H&S of pupils are effectively managed. Routine part of termly H&S inspection of the premises includes review of glass status (i.e., chipping, cracking etc) and condition of finger guards and door soft-closing devices.]

### Health and safety advice

Competent H&S advice is available from SCC's School's Risk Management team. Schools are encouraged to consult with the Trust Central team firstly so that support can be provided with any issues and impact across other schools assessed.

### Housekeeping, cleaning, and waste disposal

Each school has arrangements for cleaning carried out to daily specifications and deep cleans arranged for non-term time. Any issues with cleaning can be reported through the schools usual premises reporting channels.

Schools have contracts for rubbish and recycling collections. Bins are sited away from buildings where possible.

Wet floor cleaning is carried out after school (unless relating to spills etc during the school day) and signage is put up to advise that this is taking place.

Disposal of glass and other sharp objects should be carried out by premises teams who will follow risk assessment (excluding medical waste).

There is a separate bin for any medical waste and sharps provided by waste collection company. Schools have adverse weather procedures in place for snow clearing and gritting when necessary.

### Infection control

The school follows national guidance published by UK Health Security Agency (UKHSA) when responding to infection control issues and will encourage staff and pupils to follow this good hygiene practice. Arrangements for managing a range of common and important infections are implemented following guidance 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.

Attendance teams and HR should notify headteacher and the Trust Central team if they suspect a possible outbreak.

### Jewellery

The schools have a policy on pupils wearing jewellery

### Lettings/shared use of premises

Hirers are provided with schools' lettings policy and complete an application form. Access to areas, use of equipment and fire procedures are advised in advance of the letting. First aid provision and emergency evacuation is the responsibility of the hirer.

All hirers must have appropriate insurance in place, comply with latest guidance from Keeping Children Safe in Education and provide emergency contact. The school will provide an emergency contact to the hirer.

Controls on occupancy, public entertainment licences and emergency procedures whether school event or hirer must be in place.

### **Lone working**

Lone working may include late working, weekend working, site manager duties, site cleaning duties, working in single occupancy office. A lone working risk assessment must be in place at each school if required.

Lone working should be avoided where possible. High-risk activities will not be undertaken while lone working (working at height, working with electricity, working in confined spaces meeting with members of the public.

Instructions on Lone Working and One to One Situations Involving Pupils are contained in ELT Code of Conduct Policy.

### **Maintenance of equipment**

All equipment requires periodic inspection, examination or testing. An equipment inspection, examination or testing schedule will be maintained on each school site which will include the type of check, frequency, details of inspections, qualified contractor carrying out inspection.

Evidence of checks and any associated remedial works will be saved and available for audits and in-house monitoring

Equipment will include: ladders and steps, fume cupboards, other extraction systems, PE equipment, Design and Technology machines, lifts and lifting equipment, pressure cookers, gas safe inspections, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers, panic alarms, security/intruder alarms.

The above list is not exhaustive and should be updated per guidance received from DfE's "Good Estates Management for Schools" and/or Surrey CC Strategic Risk Management.

### **Management of medicines**

Detailed procedures are set out in the schools "Supporting Students with Medical Conditions"

### **Manual handling**

Activities involving lifting/handling; risk assessments are identified with the aim to minimise manual handling tasks. Where this is not possible staff receive training in manual handling. Premises and technical staff are encouraged to request appropriate equipment for handling of heavier equipment. Separate assessments and training are made for the lifting of pupils.. Details of training in manual handling and use of lifting aids are detailed in the staff records. Arrangements for identification of all activities involving manual handling should be detailed in the risk assessment relating to specific curriculum areas, for example, PE

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

PPE to be provided free of charge where risk assessment determines it to be necessary.

Suitable equipment supplied by relevant departments is checked by Heads of Department / Line Managers in accordance with risk assessments. Suitable use of PPE will be monitored by line managers and PPE will be stored in a safe, secure and clean environment.

### **Playground safety**

Duty rotas for supervision are in place for each school.

Playground equipment and grounds are maintained/serviced through an external contract.

Boundary checks are included in schools' compliance trackers.

### Risk assessments

Headteachers are responsible for ensuring risk assessments are undertaken, reviewed and actions carried out, including individual risk assessments for staff. Generic risk assessments and register (statutory and premises) are available in ELT staff on teams and support can be provided by the Trust Central team. Specific curriculum, students and employee risk assessments are kept by individual schools in appropriate departments.

Competent advice is available from SCC's Strategic Risk Management team [srm.hands@surreycc.gov](mailto:srm.hands@surreycc.gov).

### School trips/off-site activities

The Education Visits Co-ordinator in each school, is trained through Surrey County Council (SCC). It is the responsibility of each trip leader to carry out a full risk assessment which will include parental consent being obtained prior to all trips; use of first aid kits on all trips and the emergency numbers and contacts card must be taken on each trip. Trips are approved by the EVC and in the case of residential trips by SCC. Competent advice and guidance is available from SCC's Strategic Risk Management team

### Site security/visitors

Procedures are in place at each school. See School Health and Safety Policy.

We have specific controls for managing access to our school sites including electronic gates, access controls, signing in systems and intruder alarms. Some sites have CCTV. All sites have controlled access to the main reception.

Schools will undertake regular site security inspections and a Site Security Risk Assessment to ensure site security is effective. Risk assessments will be maintained in relation to site security and reviewed regularly.

**All visitors entering the school must sign and will be presented with a visitor's badge/label identifying whether they can move freely around the building or need to be accompanied. All visitors are to be made aware of schools fire evacuation procedures.**

Visitors from outside agencies are requested to show their identity badges and are always required to wear them whilst on school premises.]

Schools have their own lockdown procedures.

### Smoking/vaping

Smoking and vaping are not permitted in the school or school grounds.

### Staff consultation

Schools and the Trust Central team work closely with their H&S link governor and H&S reports are provided to LGB's at least 3 times per year.

H&S is discussed regularly at network meetings with the schools. Information sessions are provided throughout the year either face to face or on teams for staff to provide feedback and/or suggest improvements for H&S. Each school has a system in place for logging premises defects and alerting H&S issues.

### Staff health and safety training

Staff receive H&S training during induction and through staff handbooks. A combination of resources and online training is allocated depending on role. Records of courses undertaken by our online provider is kept by the Trust Central team with details of outstanding training provided to headteachers at least monthly.

### Staff well-being / stress

The Trust Central team will work with each school to provide a stress risk assessment following the HSE's guidelines. Training is also provided to staff on recognising and managing stress.

All staff have access to a free Employee Assistance Programme. HR manage referrals to Occupational Health if required

### **Swimming pools**

Where schools have swimming pools on site, the school will advise on risk assessment, security, operation plans and external/hirer use (if appropriate).

### **Vehicles on site**

Each school has a risk assessment in place detailing controls for vehicle access and car parking arrangements. This will advise on restriction on times, areas and speed controls. Delivery and large vehicles may require a banksman.

School minibus drivers must have appropriate licence and training. Drivers must adhere to controls in risk assessment and ensure required supervision of pupils.

Minibuses are checked weekly. A pre-use checklist is provided to drivers which must be completed. Buses should not be used if there are any concerns re safety and all defects should be advised to the person with designated responsibility (see school Health and Safety Policy).

### **Violence**

All staff are required to report all incidents of verbal and physical violence to the senior leadership team and as detailed in the accident and incident reporting procedure.

Each school has an Access Control risk assessment in place which provides controls for managing aggression and or intimidating behaviour.

### **Water management (Legionella)**

To comply with legislation surrounding water management as detailed in the COSHH Regulations and Approved Code of Practice L8, a Legionella Risk Assessment is undertaken by an external specialist periodically, and when significant changes have occurred to the water system and/or building footprint; a written scheme of control (WSC) sets out how the risks are properly managed and controlled. Identified operational controls are conducted and recorded as per the WSC.

A designated member of staff will check controls and advise of any non-compliance to their line manager or in their absence to the headteacher and the Trust Central team.

Legionella awareness training is provided to relevant school staff.

### **Working at height**

Work at height is avoided wherever possible, i.e. wherever a suitable alternative course of action is available, and any required work at height is conducted in accordance with the school's written risk assessment.

Where required, specially trained contractors are engaged, using a safe system of work. Steps, ladders and towers will be checked before use and inspected annually. Only trained staff should use equipment for working at height.