

Byfleet Primary School

Health and Safety Policy



Date of Approval	March 2026
Date of Last Review	March 2026
Date of Next Review	March 2027
Signed	Richard Bowman Headteacher
Signed	Joy Considine Chair of Governors

Health and Safety Policy

The following document is written in compliance with Section 3 of the Health and Safety at Work Act 1974: (3)

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

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

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

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

Legislation:

This policy is based on advice from the Department for Education on health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:

The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings

The Management of Health and Safety at Work Regulations 1992, which require employers to assess the risks to the health and safety of their employees

The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, decide to implement necessary measures, and arrange for appropriate information and training

The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register

The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff

The Work at Height Regulations 2005, which require employers to protect their staff from falls from height

The school follows national guidance published by UK Health Security Agency (formerly Public Health England) and government guidance on living with COVID-19 when responding to infection control issues.

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

This policy complies with our funding agreement and articles of association.

Part 1

Statement of General Policy on Health, Safety and Welfare

It is the policy of Engage Enrich Excel Academies (EEEE) to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, students, contractors, clients, general public and others while working and studying on any of its premises and outside of its premises whilst engaged in associated activities.

The Trust has set a Health and Safety Policy Statement that applies to all schools within the Trust. This policy outlines the Trust's aims in respect of health and safety (H&S) and sets roles and responsibilities.

The policy requires schools to define and implement H&S arrangements that are appropriate for the local school context in Part 3 of the Policy. The Trust delegates the strategic, management and the day-to-day operational responsibility of each school to the Headteacher and the Local Advisory Committee in accordance with the trust scheme of delegation.

The Local Advisory Committee (LAC) & Headteacher of Byfleet Primary School

Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors,

Require all managers, in the school community, to act in accordance with School H&S policy and procedures, and the same is required of persons that they supervise and take responsibility for.

The Local Advisory Committee & Headteacher will provide as necessary procedures, arrangements and supervision, sufficient to ensure to comply with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:

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

In support of the above, the Local Advisory Committee & Headteacher will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for the significant finding to be properly incorporated into the school's H&S procedure.

This statement of intent has been rectified as part of the last LAC meeting.

Chair of Governors: *Joy Considine*

Headteacher: *Richard Bowman*

Date: 17/03/26

Date: 17/03/26

Part 2:

Organisation and Responsibilities for Health, Safety and Welfare

The Trust

The academy trust has ultimate responsibility for health and safety matters in each of its schools. The Trust delegates the strategic, management and the day-to-day operational responsibility of each school to the Headteacher and the Local Advisory Committee in accordance with the trust scheme of delegation.

The Local Advisory Committee (LAC)

The LAC monitors the successful implementation of the H&S Policy of the school. The LAC further ensures, as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policies. Specifically, the LAC will:

2.1 Include Health & Safety targets in the School Development Plan.

Targets may include:

- Provision of facilities for health and safety purposes
- Reductions in accidents/incidents
- Training of Governors/staff, and
- Review of policies and procedures

2.2 Ensure that Health & Safety is an agenda item on the Building and Finance Committee termly meetings, and receive a termly H&S report from the School Business Manager at this time.

This report should include information on:

- Progress of the H&S targets in the SDP
- Accident/incident analysis
- Relevant H&S information received from SCC or its Advisers
- Suggestion on future H&S initiatives

2.3 Facilitate any necessary review of the school's H&S procedures as may become apparent via the strategies above.

2.4 Maintain Phil Lynch as an H&S link between the Local Advisory Committee and the wider school community, who will stay up to date with school H&S initiatives and inform the Local Advisory Committee accordingly.

Headteacher/ Executive Headteacher

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

3.1 The contents of this policy are brought to the attention of all relevant persons.

3.2 A process for risk assessments is applied within the school, and that:

- All appropriate risk assessments are completed and reviewed
- Appropriate control measures are implemented
- Assessments are monitored and reviewed as necessary

3.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.

3.4 Appropriate staffing levels for safe supervision are in place.

3.5 An adequate schedule of inspection and maintenance is in place to ensure a safe working environment and that any place of work is in a safe condition. Inspection and maintenance will include:

- The fabric of the building
- Play equipment
- Fire appliances
- Boiler/heating systems
- Portable electrical appliances

- Water systems
- First Aid/medical facility and equipment
- Premises staff equipment
- Curriculum specific equipment

3.6 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)
- Emergency/Fire Training for the whole school community
- First Aid
- Risk Assessment
- H&S Coordinator
- Lifting and Handling
- Working at heights

and any further specific H&S training identified by the training needs analysis as being necessary and appropriate.

3.7 Adequate and easily retrievable health and safety training records are available and up to date.

3.8 The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations. The details of the Competent Person are inserted in section 12 Part 2 of the Policy.

3.9 A termly H&S report is provided to the Governors.

3.10 The Assistant Head Teacher and the Senior Office Administrator are the School's Educational Visits Coordinators and are trained accordingly.

3.11 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored by the Office Manager and / or Caretaker.

3.12 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.

3.13 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.

3.14 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the means of escape.

4. Assistant / Deputy Headteachers

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

5. Line Managers

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

5.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment, monitored and reviewed accordingly.

5.2 All accidents and incidents occurring within their areas are reported, recorded and investigated in accordance with the school's procedure.

5.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.

5.4 Any equipment/appliance which has been identified as being unsafe is removed from service.

5.5 Within the Senior Leadership Team monitoring system, H&S inspections are carried out in their areas of responsibility within a timescale agreed with the Headteacher, and a report provided to the Headteacher where necessary.

5.6 The H&S training needs of staff are identified and the Headteacher informed accordingly.

5.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.

5.8 New transferred and temporary staff receive appropriate H&S induction training.

5.9 First Aid provision is adequate.

5.10 Pupils are given relevant H&S information and instruction.

6. Teaching Staff (Including supply)

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

6.1 Effective and appropriate supervision of the pupils that they are supervising.

6.2 That appropriate safety instructions are given to all pupils prior to commencing practical sessions.

6.3 That they are conversant with the school's H&S policy and any arrangements specific to their own department.

6.4 They know, and understand, the emergency procedures.

6.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.

6.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.

6.7 That they report any defective equipment to the relevant person.

6.8 All accidents and incidents are reported and reviewed or investigated.

7. Caretaker / Facilities Staff

The Caretaker / Facilities staff is responsible to the Headteacher / Office Manager, and will ensure:

7.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.

7.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.

7.3 That regular H&S inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. (These will on occasion be carried out with others such as governors, headteacher and School Business Manager).

7.4 That persons they supervise only undertake work for which they are competent.

7.5 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.

7.6 That all staff work in accordance with safe working practices issued by the school.

7.7 The security of the school site in and out of school hours.

8. Health and Safety Coordinators:

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

8.1 Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary.

8.2 Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies.

8.3 Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.

8.4 Arrange for termly evacuation drills and weekly fire alarm tests etc.

8.5 Advising the Headteacher and/or The Trust of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.

8.6 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

8.7 Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.

8.8 Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.

8.9 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.

8.10 Ensuring that all Senior Managers (including Heads of Departments) are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

9. All Employees (including temporary staff & 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 cooperate with the school management to ensure that all parties comply with their H&S responsibilities. All employees must:

9.1 Participate in the school's risk assessment process and comply with findings.

9.2 Report any defects in the condition of the premises or equipment of which they become aware.

9.3 Report all accidents/Incidents in accordance with the school's procedure.

9.4 Be familiar with the procedure to be followed in the event of a fire/emergency.

9.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.

9.6 To follow all relevant codes of safe working practice and local rules.

9.7 To report any unsafe working practices to their Line Manager.

10. Pupils, parents/carers and visitors

Pupils, parents/carers and visitors are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

11. Contractors

Contractors will agree health and safety practices with the Health and Safety Coordinator before starting work.

12. Competent Person:

The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations through Surrey County Council Silver Level Buy-Back

Part 3:

Arrangements and Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within Byfleet Primary School to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

1. Accident Reporting, Recording & Investigation

Any injury involving treatment is recorded in Arbor, under the child's electronic folder, which records the following information:

- Name of child
- Date and time of incident
- Detail of injury and first aid given
- Comment on how they appeared and/or returned to class

A wristband 'I received first aid today' is attached to the child's wrist for all injuries.

Every care is taken to ensure that injuries are not missed.

Where an injury is sustained on the head, above the shoulders or a more severe injury - a green paper form is to be completed and entered on Arbor by individual who deals with the incident and shared with the admin first-aid team, who will then make a phone call/ send text message to the parent/carer. The admin team who makes the phone call/ text message, records the details of phone call/ text message on the child's Arbor electronic folder.

For lesser injuries where a pupil is able and willing to continue at school, the parent/carer will be informed at the end of the school day and/or via the first-aid wristband.

Where there is any uncertainty, medical assistance will be sought, and where it is required, an ambulance will be called.

If a parent/carer cannot arrive at the school before the ambulance, they should arrange to meet their child at the hospital. When a child is taken to hospital, he/she will be accompanied by a member of the school staff who will remain with the child until a parent/carer arrives.

More serious incidents related to both staff and pupils are also recorded online using SCC's OSHENS system or in line with H&S Executive RIDDOR, in case of fatalities or severe injuries. Such incidents are then reviewed by the School Business Manager and escalated to the Headteacher, who will investigate if necessary.

2. Asbestos Management

Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it. Asbestos Surveys are undertaken every 12 months. Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe. A record is kept of the location of asbestos that has been found on the school site.

3. Contractors

Works are carried out by Governor approved Contractors. If the work is commissioned directly by the Academy, contractors will be selected and screened on the basis of Value for Money, FMGS experience and H&S awareness. There will be a named supervisory contact from the contractors (working on site), who can facilitate daily liaison with the school representative, and also be contactable and accountable should ad hoc incidents or emergencies arise. Contractors are segregated from the main school areas which are being utilised by staff and pupils (according to the degree of risk) by the hierarchy of controls measures such as barriers, warning signs or by working outside of normal school hours. Contractors should be wearing ID and any relevant risk assessments carried out prior to the commencement of any work. Mains Isolation arrangements must be clearly identified (water, gas, electricity) and are readily accessible in an emergency. "Hot works" (heating or burning activities that might cause a fire to spread within the building) is to be carried out via a "Work Permit" arrangement.

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

Prior to commencing hazardous activities, teaching staff are required to undertake suitable (written) risk assessments. The teaching staff/coaches/volunteers, etc. must be suitably qualified to teach the activities. A risk assessment examines the hazards and control measures in each operation. The teaching staff must refer to any health and safety publications or curriculum policies adopted by the school which staff must be familiar with.

5. Drugs and medication

Please see Byfleet's First Aid Policy, which refers to instructions regarding the administration of medicines in school, staff training and recording practices.

6. Electrical Equipment (fixed & portable)

Portable electrical equipment is defined as equipment that has a lead and plug, and which is normally moved around or can easily move from place to place. Damage, poor maintenance or incorrect use of equipment can result in fire, electrical shock and/or burns to the users and in extreme cases death. Staff are instructed to make visual inspections of electrical equipment prior to use. If they find something wrong, they should report the matter to the Caretaker, and the equipment should be labelled as faulty and taken out of use to be repaired. Staff are not permitted to bring personal electrical equipment onto the premises for use at work.

Fixed testing is carried out every 5 years. Modifications or repairs to the fixed electrical system are only undertaken by a qualified electrician. Portable Appliances are tested on an annual basis by Magenta Compliance. Records of fixed and portable testing are retained by the school.

7. Fire Precautions & Procedures (and other emergencies)

A fire risk assessment, an annual inspection and maintenance of the fire safety related equipment is undertaken once every 2 years basis by an external company. The fire risk assessment report is brought to the attention of the Headteacher, the person responsible for fire safety. The testing of the school fire alarm system is done on a weekly basis by the caretaker, and the system is serviced by external company on a quarterly basis. Termly fire drills are arranged by the Headteacher. Fire procedures posters, fire exits and escape routes signs are located around the school, and staff are aware of the assembly point. A fire logbook details records of staff training, testing of break glass points, testing of emergency lighting and the names of the fire wardens/marshals. All staff complete annual fire safety training. Please refer to the Fire Safety Plan and the Fire Safety Policy for more information.

8. First Aid

All staff are trained in basic first aid skills and their training is updated every 2 years. The main first aid supplies are kept in the School Office. Medical bags, containing the pupils' inhalers and other crucial medication are kept in their classrooms and taken out for breaktime & lunchtime play. The Office Administrator is responsible for reordering basic first aid supplies and Teaching Assistants are responsible for restocking the first aid boxes in their classes. Red cards are used to summon assistance in an emergency. Each common area has a red card with 'H' on one side, and the location on the other. In the case of emergency or urgent help needed, this card is sent to the main office to summon assistance. All First Aid treatment is recorded on Arbor, and a paper wristband is put on the child, in case of all first aid administered at school.

9. Gas Safety Checks

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer. All boilers are checked on an annual basis by Gas Safe registered engineers. Gas pipework, appliances and flues are regularly maintained. All rooms with gas appliances are checked to ensure they have adequate ventilation. All classrooms are fitted with Carbon monoxide detectors (if this is correct, please leave the text or delete it if not).

10. Glass & Glazing

All glass in doors, door and all replacement glass on the school premises meet the safety standards under regulation 14 of the Workplace regulations 1992. (Health, safety and welfare).

11. Hazardous Substances

Risk assessments will be carried out in all areas of the curriculum where hazards might prevail. Other areas in the school where hazardous substances may feature are cleaning and maintenance. Cleaning staff are made aware of information/regulations regarding COSHH (Control of Substances Hazardous to Health) through COSHH leaflets and posters in the cleaners' room. Caretaker and cleaners follow rules on selection and use of substances. Storage arrangements are in force and staff health surveillance ensures safety advice is followed.

12. Housekeeping, cleaning & waste disposal

The premises are cleaned daily by a cleaning contractor. Litter bins are distributed around the grounds of the school.

Waste bins are emptied on a daily basis, and litter bins are emptied on a weekly basis. Where cleaning (wet floor) takes place, hazards cones or lightweight floor signs are used. Glass and other sharp objects are disposed of. Fallen leaves in autumn (when it is wet) will be cleared regularly by the caretaker to reduce the risk of slips. During the winter season, the risk of slips and trips on external walkways increases. e.g., ice or snow. Depending on the volume of snow, a risk assessment will be carried out by the Headteacher. A path for walking will be cleared (through salting) by the caretaker and hazard signs will be displayed in the vicinity if necessary. Where there is heavy snow, a snow plough or digger, will be hired to shift the snow and the walkways will be salted.

13. Handling & Lifting

Manual handling activities are mainly carried out by the caretaker who has been trained in manual handling tasks.

14. Infection Prevention and Control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice. We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases and carry out appropriate risk assessments, reviewing them regularly and monitoring

whether any measures in place are working effectively. We will follow local and national guidance on the use of control measures.

Staff and pupils are encouraged to follow this good hygiene practice, outlined below:

- Handwashing
- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings
- Coughing and sneezing
- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged
- Personal protective equipment
- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (e.g. nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment
- Cleaning of the environment
- Clean the environment, including toys and equipment, frequently and thoroughly
- Cleaning of blood and body fluid spillages
- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment

When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

Make spillage kits available for blood spills

Infectious disease management

The school will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

The school will follow local and national guidance on the use of control measures including:

Following good hygiene practices - the school will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser and follow recommended practices for respiratory hygiene. Where required, it will be provided appropriate personal protective equipment (PPE).

Implementing an appropriate cleaning regime - the school will regularly clean equipment and rooms, and ensure surfaces that are frequently touched, are cleaned.

Keeping rooms well ventilated - the school will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation.

15. Jewellery

Pupils are only allowed to wear plain stud earrings. Other jewellery should be removed on the day of P.E. lessons in line with the school's guidelines.

16. Lettings/shared use of premises

Hirers using any equipment or facility provided by the school must be familiar with its safe use and, if necessary, briefed accordingly. Fire escape routes and exits are clearly marked for the benefit of users of the school building, particularly during the hours of darkness. Prior to occupation of the building, hirers are briefed by the caretaker about the location of the telephone, fire escape routes, fire alarms and firefighting equipment. Hirers are restricted only to the hired areas of the building. Access to other areas of the building are closed by connecting doors. At school fetes and other fundraising events, where entertainment is provided to the public, the Headteacher must ensure that a Public Entertainment Licence is issued. The main purpose of licensing entertainments is to enable the local authority to ensure the health, safety and welfare of members of the public. Licences are, therefore, only granted when the premises (or site), and ancillary arrangements, meet the standards required by the Police, the Fire service, and the relevant Council Service.

17. Legionella Management

A water risk assessment has been completed annually by Magenta, our HSE Compliance provider. The School Business Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's waterlog book. This risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint. The risks from legionella are mitigated by the following: temperature checks, heating of water, disinfection of showers.

19. Lone Working

The Health and Safety Executive defines lone workers as 'those who work by themselves

without close or direct supervision' Staff are instructed to arrange either a check in arrangement with a second person, who will seek to contact them if they have not checked in or a minimum of

two persons to remain in school (including caretaker) – that they will check in with each other and leave together. Lone workers are also checked to see that they have no medical conditions which make them unsuitable for working alone.

Further details can be found in the Byfleet Primary School Lone Working Policy 2025.

20. Long Term Evacuation Plan (Business Continuity Plan)

The school has drawn up a Business Continuity Plan which is circulated to all staff. The plan lays out the contacts, appropriate procedures and measures to be taken in the event of an emergency. The plan is updated in response to change and reviewed annually. The plan temporarily relates staff and pupils to St. Mary's School in the event of not being able to return to the premises after an evacuation.

21. Maintenance / Inspection of Equipment

The caretaker will regularly check the play equipment and fixed and portable P.E. apparatus. Details on these checks and maintenance are kept in a Site Logbook in the Office. A contractor for the EEEA Trust will service, inspect and maintain large play equipment.

- Ladders and steps – inspected by caretaker before use
- Fire Alarm - inspected in February & August by Magenta
- Portable Appliance Testing - inspected in May by Magenta
- Emergency Lighting – inspected in February by Magenta
- Fire Extinguishers - inspected in February by Magenta
- Gas Safety - inspected in April by Magenta
- Intruder Alarm - inspected in February & September by Magenta
- Automatic Gates - inspected in October by Magenta
- P.E./Gym/External play equipment – inspected in October by Magenta

22. New and Expectant Mothers

Risk assessments will be carried out whenever any employee notifies the school that they are pregnant. Appropriate measures will be put in place to control risks identified.

23. Playground Safety

There are necessary and appropriate levels of supervision for lunch and playtime sessions.

Pupil/staff ratios are agreed and endorsed by the School Local Advisory Committee. The supervising adult must be able to witness and respond to pupils leaving the designated play space without permission. Furthermore, the supervising adult must be able to respond to foreseeable incident, at the same time as ensuring that the supervising areas are reasonably maintained. The school's minimum ratio is met; this is the responsibility of the headteacher. These staff received formal, recorded and adequate training regarding their role, including the action to take in an emergency. Regular inspections of the playground and any other areas that may be accessed by pupils are

carried out and appropriate action taken to repair any damaged (unsafe or child negotiable) sections. In circumstances where risks remain, supervisors must be advised accordingly, and alternate strategies put in place as necessary to ensure pupil safety.

24. Reporting Defects

Hazards should be reported as soon as possible. For a serious H&S concern (dangerous or life threatening) inform the Headteacher and/or School Business Manager in person immediately. All other H&S concerns are logged on caretaker job sheet.

25. Risk Assessments

The Headteacher is responsible for ensuring Risk Assessments are undertaken. The Assistant Headteacher/ member of SLT is responsible for undertaking the Risk Assessments for all staff. Where health problems are concerned, the Headteacher, with guidance from Occupational Health and the school's Personnel Consultant will undertake the Risk Assessments. There are arrangements in place for periodic review of Risk Assessments.

26. School Trips/ Off-Site Activities

When planning a school trip, the date, venue, composition of the group, parental authorisation, supervisory requirements, costs and payees must be identified. All Off-Site activities should have the approval of the Headteacher. Off-site activities that take place in a high-risk area, or involve a hazardous pursuit, or involve an overnight stay, or involve a journey by sea or air should have the prior approval of the Local Advisory Committee. Risk assessments must be compiled for each visit by the Educational Visits coordinator (EVC). The EVC further organises emergency arrangements and ensures that there is a duty officer for each visit. The EVC also ensures that the party staff understands how to contact the duty officer and other emergency contacts and that portable first aid kits are available to party groups taking part in off-site activities. These kits are checked regularly by a designated member of staff.

27. School Transport

Hired coaches are used to transport pupils on school trips during the day. A parental consent form must be obtained. On other trips where pupils are transported by car, the driver is instructed to fill in a form on transport prior to the trip. A parental consent form must also be obtained. Both forms need to be checked by the Senior Teacher.

28. Site Security/ Access Control

The Caretaker is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. The

school's fire and intruder systems are monitored and serviced by Magenta. The Caretaker is the keyholder and will provide immediate response out of hours. The school also has 3 CCTVs located at strategic points around the school premises.

The school has a reception area with access by electronic key fobs and electronic InVentry signing system. Gates and doors are closed and opened by staff that are trained as to expectations about identity and security. Pedestrian gate is open at drop-off and pick-up, but the playground gate and the Year 6 gate are locked and only open for 15 mins.

29. Smoking

The school operates a strict no smoking policy. This includes vaping or similar.

30. Staff Consultation

See part 2, organisation and responsibilities for health, safety and welfare of the Health & Safety Policy. Line Managers/Head Teacher/Senior Staff ensure that the staff is properly consulted on any matters that may affect their health, safety or welfare whilst at work.

31. Staff Health & Safety Training and Development

A copy of the School's Health & Safety Policy is available online via the school website. Line managers ensure that all new transferred and temporary staff receive appropriate H&S induction training. They also identified the H&S training needs of current staff and informed the Headteacher accordingly.

32. Staff Well-being / Stress / Occupational Health

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors. The school buys back into the Employee Assistance Programme, which provides 24-hour support for all employees and family members. Staff should also refer to the school's Wellbeing Policy, which illustrates how the school supports staff well-being and mental health. Should staff absences cause the trigger point to be exceeded, then a referral to Occupational Health may be made to support the member of staff. Should other personal or work issues cause concern then a referral to Occupational Health may be made to support the member of staff.

33. Supervision [including out of school learning activity/study support]

Pupils must be always supervised by at least one member of the authorised teaching personnel during curriculum time. Pupils are not allowed into the classroom at lunch breaks and break times in the absence of a member of school staff. All staff are required to undergo a Disclosure Barring Service (DBS) check prior to the start of their employment.

34. Swimming Pool

Pool Risk Assessment is updated annually regarding operating procedures, including minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, maximum numbers of swimmers, conditions of hire to external individuals or organisation, first aid provision, training plant operators, reference to NOP and EAP.

35. Use of VDU's / Display Screens

The Health and Safety (Display Screen Equipment Regulations) 1992 require employers to assess computer workstations to reduce health & safety risks associated with the use of display screen equipment. The school looks at the whole workstation including equipment, furniture and the work environment. Where risks are identified, the school takes steps to reduce them so far as is reasonably practicable.

36. Vehicles on Site

The school has electric gates to restrict vehicle access, other than that of the staff, or delivery vehicles, from entering the school grounds. Electronic keypad codes, which operate the gates, are issued to staff and any other approved visitors. Access by other vehicles is controlled by the staff in the main office through the intercom system. The pupils are kept off the road in the school grounds by supervising adults.

37. Violence to Staff / School Security

To maintain site security, all doors are shut except the managed front door. Visitor access is controlled through the reception two-door access and the signing in using the InVentry system. All staff members wear Byfleet Primary School "Staff ID lanyards". All visitors must sign in & out of the InVentry system at the Main Reception desk. These doors can only be opened by the electronic key fobs. Verbal or physical violence are reported to the line managers or members of the Senior Management team for further action. Parent interviews are held in a central area. This reduces the possibility of violence. A poster in the reception area alerts visitors to the message that the school does not tolerate violence of any kind towards its staff.

38. Working at Height

All staff have been instructed not to carry out work (at Height) unless using approved equipment. Suitable access equipment is provided for all affected staff. Such equipment is checked and always inspected. The Health and Safety Executive (HSE) Working at Height Guidance publication, detailing the extent of the regulations and the legal expectations is available to staff for information and guidance and HSE documents explaining how and when to use ladders and steps safely are also available.

39. Work Experience

Arrangements for assessing potential work placements relate to working in class as an assistant only or as a sports coach with our contractor. Arrangements for induction and supervision of students on work placement within their own establishment are in place and the contractor always supervises their work experience students - the school puts measures in place in case of emergencies.

40. Collection of Children

Children must be collected from school by someone over the age of 16. If they are someone other than the parent or carer, the school must be made aware of this before the day of collection. If the member of staff releasing the child is unsure, they are encouraged by the school to ask for a security password before releasing the child. If the security password is unknown by the collecting adult, the member of staff will not release the child to ensure we are following our safeguarding procedures. This procedure is applicable to any child being collected from a member of staff and taken through the school gates.