



## Health & Safety Policy

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

**Governor's Committee Responsibility:**

**Resources**

**Date Approved:**

**Spring 2017**

**Review Period:**

**Annual**

**Next Review Date:**

**Spring Term 2018**

## **Autism Statement**

We at Limpsfield Grange School aim to develop practices and policies that promote and sustain the wellbeing of children and young people with Autism.

We aim to offer training and support for staff parents and other stakeholders to enable them to best meet the needs of children and young people with Autism.

We aim to establish a consistent approach across all areas of our school community that enables all students with Autism to learn and make progress.

We aim to ensure that our communication with all stakeholders is clear and appropriate.

We aim to ensure that our physical environment is responsive to the needs of children and young people with Autism, and that we take account of the sensory needs of individuals.

We aim to provide a range of experiences that enable interaction; promote social inclusion and independence; and support learners with Autism to reflect on their experiences.

We aim to empower our learners to understand their Autism and celebrate their difference.

We aim to provide on-going high quality staff development for all members of staff at Limpsfield Grange.

We aim to develop and sustain a multi-disciplinary approach where professionals plan and work together to meet the needs of learners with Autism.

To comply with the Health and Safety at Work Act 1974, Section 3:

*(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 his employees.*

This policy statement supplements the general statements of policy issued most recently by Surrey County Council, and obtainable via the Surrey County Council website.

Throughout this policy, reference is made to Surrey County Council's Health and Safety Policy.

### **Health, Safety & Welfare Policy and arrangements**

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

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

The Governing Body and Headteacher of Limpsfield Grange School:

- Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors.
- Act in accordance with the general Health & Safety policy of Surrey County Council.
- Require all members of the school community, to act in accordance with Surrey County Council and the school's Health and Safety policy and procedures.

The Governing Body and Headteacher will provide as necessary, policy, procedures, arrangements and supervision that are sufficient to comply with all relevant Health and Safety 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, induction and training supervision

In support of the above, the Governing Body and 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 findings to be properly incorporated into the school's Health and Safety procedures.

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

The following Health and Safety organisational structure, and roles and responsibilities are approved by the Governing Body and Headteacher of Limpsfield Grange School.

### The Governing Body

The Governing Body approves the Health and Safety policy of the school and monitors its successful implementation. The Governing Body further ensures, as administrators of the school's delegated budget, that sufficient and appropriate resources are allocated to implement the Health and safety policies. The Governing Body will specifically:

- 1.1 Include Health and safety targets in the School Improvement Plan. Targets may include:
  - Provision of facility for health and safety purposes
  - Reductions in accidents/incidents
  - Training for Governors/staff,
  - Revision of policy/procedure
- 1.2 Nominate a Health and Safety Link Governor, who will stay up to date with school Health and Safety initiatives and issues and will inform the Governing Body accordingly.
- 1.3 The nominated Governor will be informed and updated of Surrey County Council's Health and Safety policy, and receive advice and support from relevant officers of Surrey County Council or advisors acting on Surrey County Council's behalf.
- 1.4 The nominated Governor will ensure that Health and Safety is an agenda item on full Governing Body termly meetings, and receive a termly Health and Safety report (as part of the Headteacher's report to Governors) from the Headteacher at this time. This report should include information on:
  - Progress of the Health and Safety targets in the School Improvement Plan
  - Accident and incident analysis
  - Relevant Health and safety information received from Surrey County Council or its advisors
  - Suggestion on future Health and Safety initiatives
- 1.5 The nominated Governor will facilitate any necessary review of the school's Health and Safety policy and procedure as may become apparent via the strategies above.

### The Headteacher

As Senior Leader for the premises, and of all on and off site school related activities, the Headteacher is responsible for the day to day management of Health and Safety. The Headteacher will advise Surrey County Council and Governors of any health and safety issue where their support or intervention, either via systems or finance, is necessary and appropriate in order to effect the requirements of this policy. In particular the Headteacher will ensure that:

- 2.1 The contents of this policy are brought to the attention of all relevant persons
- 2.2 A process for risk assessments is applied within the school, and that:
  - All appropriate areas/activities are covered, *(as per "core" Risk Assessment schedule*

*attached, together with any risks identified as specific to the school)*

- Appropriate control measures are implemented
  - Assessments are monitored and reviewed as necessary
- 2.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which forms part of this policy.
- 2.4 Appropriate staffing levels for safe supervision are in place.
- 2.5 An adequate schedule of inspection and maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
- The fabric of the building
  - Play equipment
  - Fire appliances
  - Boiler/heating systems
  - Portable electrical appliances
  - Water systems
  - Swimming pool
  - First Aid/medical facility and equipment
  - Premises staff equipment
  - Curriculum specific e.g. gymnasia and fume cupboards
- 2.6 An adequate needs analysis of health and safety training is undertaken for schools staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
- Headteacher health and safety awareness
  - Health and safety induction training (all new and temporary and bank staff)
  - Emergency/fire training for the whole school community
  - First Aid
  - Risk assessment
  - Lifting and handling
  - Working at heights
- Additionally any further specific health and safety training identified by the training needs analysis as being necessary and appropriate.
- 2.7 Adequate and easily retrievable health and safety training records are available and up to date.
- 2.8 The school secures and maintains an arrangement for obtaining competent health and safety advice as required by the management of health and safety regulations.
- 2.9 A termly health and safety report is provided to Governors via the Headteacher's report.
- 2.10 The school cooperates and participates in the Surrey County Council's health and safety monitoring arrangements.

- 2.11 An Educational Visits Co-ordinator is appointed and trained accordingly.
- 2.12 Contractors (including cleaning staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.14 Emergency/fire arrangements are formulated and reviewed as necessary and tested at least termly.
- 2.15 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the mean of escape.
- 2.16 The Deputy Headteacher is suitably instructed to take day to day responsibility for health and safety in the absence of the Headteacher.

The Headteacher may delegate functions to other or single members of staff (e.g. a Health and Safety Coordinator) who may be tasked with the health and safety administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

#### **The Deputy Headteacher**

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

#### **School Leaders**

Leaders in charge of curriculum areas /residential setting/ support staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they oversee. In particular school leaders will ensure that:

- 4.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored reviewed and evaluated accordingly.
- 4.2 All accidents and incidents occurring within their areas are reported, recorded and investigated in accordance with the school's procedure.
- 4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- 4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.
- 4.5 Health and safety inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report to the Headteacher is provided where necessary.
- 4.6 The health and safety training needs of staff are identified and the Headteacher informed accordingly.

- 4.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- 4.8 New, transferred and temporary staff will receive appropriate health and safety induction training.
- 4.9 First aid provision is adequate.
- 4.10 Students are given relevant health and safety information and instruction.

**Teaching Staff** [Including supply and bank staff]

Teaching staff are responsible for the health and safety of all students in their care and must ensure:

- 5.1 Effective and appropriate supervision of the students that they are supervising.
- 5.2 That appropriate safety instructions are given to all students prior to commencing practical sessions.
- 5.3 That they are conversant with the school's Health and Safety policy and any arrangements specific to their own subject area and teaching space.
- 5.4 They know the emergency procedures.
- 5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- 5.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.
- 5.7 That they report any defective equipment to the relevant person.
- 5.8 All accidents and incidents are reported and reviewed or investigated.

**The Premises Manager**

The Premises Manager is responsible to the Headteacher/School Business Manager, and in will ensure:

- 6.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- 6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- 6.3 That periodic health and safety inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. (These may be carried out with others such as Governors, or the Health and Safety Co-ordinator)

- 6.4 That persons they supervise only undertake work for which they are competent.
- 6.5 That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.6 That all staff work in accordance with safe working practices issued by the school, Surrey County Council and other relevant bodies.

#### **The Health and Safety Co-ordinator**

The Headteacher may appoint or nominate a Health and Safety Coordinator to carry out health and safety functions and maintain an overview of the health and safety organisation and management of the school. They would be expected to report to the Headteacher accordingly. Specific functions of the Health and Safety Coordinator may include:

- 7.1 Having an overview of the school's Health and Safety policy and arrangements, bringing amendments to the attention of the Headteacher where necessary.
- 7.2 Overseeing & supporting the school's risk assessment/risk management process and advising the Headteacher of any deficiencies.
- 7.3 Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- 7.4 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 7.5 Advising the Headteacher and or Surrey County Council of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- 7.6 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- 7.7 Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- 7.8 Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- 7.9 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- 7.10 Ensuring that all Senior Leaders (including staff with responsibility for curriculum areas support staff or the residential provision) are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

#### **All Employees [including temporary, agency & volunteers]**

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions. Employees must also co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

- 8.1 Participate in the school's risk assessment process and comply with findings.
- 8.2 Report any defects in the condition of the premises or equipment of which they become aware.
- 8.3 Report all accidents/incidents in accordance with the school's procedure.
- 8.4 Be familiar with the procedure to be followed in the event of a fire/emergency.
- 8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- 8.6 To follow all relevant codes of safe working practice and local rules.
- 8.7 To report any unsafe working practices to their line manager.

#### **Staff Safety Representatives**

Health and safety at work law provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. Where the Governing Body/Headteacher is notified in writing of an appointment, the Safety Representative shall have the following functions:

- 9.1 To investigate potential hazards and to examine the causes of accidents in the workplace.
- 9.2 To investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work.
- 9.3 To make representations to the Headteacher on matters affecting the health, safety and welfare of employees.
- 9.4 To carry out workplace health and safety inspections, subject to reasonable notice to their line manager.
- 9.5 To attend safety committee meetings.

A safety representative is not obliged to carry out any or all of the above functions, and has no legal responsibility other than that which applies to all employees.

#### **The Governor Resources Committee incorporating Health and Safety and Security**

The school has established a Resources Committee which meets termly. The main health and safety responsibilities of the committee are to:

- Carry out inspections of the premises at least once a term or whenever a health, safety or security issue arises that requires an inspection by the committee. These inspections are either of the site in general or a pre-designated area that may be a source of concern.
- Ensure that within budgetary constraints any health and safety or security issues are

addressed as a matter of priority.

- The committee shall report to the Director of Children Schools and Families any circumstances where they consider compliance with Surrey County Council Health and Safety policy cannot be met with the resources at their disposal.
- Monitor and update either annually or whenever necessary both this policy and the Resources terms of reference.
- Formulate health and safety procedures and ensure they are implemented.
- Inform and consult with staff on health and safety issues.

Minutes of the Resources Committee are copied to Governors for termly Governing Body meetings.

Membership of the Resources Committee includes:-

10.1 Headteacher – Sarah Wild

10.2 Governor Representatives – Jackie Tanner, Simon Seal

10.3 Health & Safety Co-ordinator/Premises Manager – Tim Bunn

10.4 Senior Leadership Team members – Emma Phillips, Natasha White, Sandra Thornhill and Janine Chippington

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

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

#### **Accident Reporting, Recording & Investigation**

The **Headteacher** or **Head of Residential** are the nominated persons responsible for reporting injuries, diseases, and dangerous occurrences (RIDDOR) as set out in the Surrey Schools Health and Safety Manual (second edition) **section G3 appendix 1**.

#### **Reporting an Injury or Dangerous Occurrence:**

It is the responsibility of the person involved in the accident/incident or the person witnessing (in case of students) to complete an online Event Notification form.

**Reporting a case of disease:** appointed person to complete form **F2508A** which is kept in the Head of Residential's office.

See Surrey County Council's School's Health and Safety Manual (second edition) **Guidance note: G3** for SES guidelines.

#### **Asbestos**

- The Asbestos Management Plan and Register is kept in the Premises Managers office who has the responsibility for ensuring it is kept up to date and that any contractors on site have access to the register prior to undertaking any work on the premises.

- Staff must not nail or screw anything to walls, ceilings or doors without first consulting the Premises Manager who will check the Management Plan and Register to ensure the area is asbestos free.
- All asbestos is labelled as such and staff finding any damage to labelled areas must inform the Premises Manager immediately.
- Upon finding or having reported to the Premises Manager any damaged or unrecorded asbestos the Premises Manager must evacuate the area locking shut any doors and report the find to Surrey County Council's buildings maintenance consultants immediately. The area must stay locked shut until it has been inspected and made safe.
- See Surrey County Council's Schools Health and Safety Manual (second edition) **Guidance notes: E3, Appendix 1.**

### **Contractors**

The majority of buildings work carried out at the school is undertaken by contractors procured by Surrey County Council through their Buildings Maintenance Buyback Scheme and as such should have passed rigorous health and safety training. Most of these contractors will also hold DBS clearance for working in schools. Any health and safety breaches carried out by these contractors must be reported to Surrey's Building Maintenance consultants by the Premises Manager immediately.

All contractors will be given a "code of practice for contractors working at Lingsfield Grange" letter which they must read and sign before starting work. This letter contains health and safety information and fire alarm procedures.

Contractors employed directly by the school for building works or cleaning etc must provide proof of public liability insurance and any relevant qualifications needed to perform the job they are carrying out prior to work commencing. The Premises Manager is responsible for monitoring all contractors work and the manner in which they carry it out. See Schools Health and Safety Manual (second edition) **Guidance notes H2 1 to 6.**

### **Curriculum Safety [including out of school learning activity/study support]**

Staff must carry out a written risk assessment before commencing any hazardous activity such as high risk Science experiments, outdoor cooking (D of E) etc. The risk assessment must be approved by the Headteacher prior to the activity being carried out, must be incorporated into lesson plans and followed rigidly throughout.

All staff must be fully qualified to teach the activities they are undertaking and should renew training and qualifications at the relevant intervals. It is the responsibility of the Headteacher to check qualifications are up to date and relevant for the activity.

All curriculum activities must be carried out following guidelines laid down by Surrey County Council in the S.E.S Schools Health and Safety Manual (second edition).

All offsite activities must be risk assessed and undertaken in accordance with the schools Educational Visits policy.

It is the responsibility of staff to report any defective equipment or hazards in their workspace/classroom to the Headteacher or Premises Manager as soon as they are found and at the same time make the area safe for others.

### **Drugs & Medications**

Under the direction of the Head of Residential, the Residential Team is responsible for giving routine medication to students suffering from medical conditions. Staff must undergo statutory training before being allowed to administer medication.

All medication is stored in locked cupboards in surgery. All medication given to students must be recorded in the Surgery book or individual Self Medication files and the entry signed by the member of staff, or student if self-medicating. A number of students self-medicate; this involves each student going through a process to ascertain they are capable of doing this, and with parents/carers consent. Medication is locked in the self-medication cupboard and at the relevant time each student self-medicates and records this appropriately. Refer to our Student Health & Medication Administration Policy for details of all procedures relating to the administration of medication (copy of which is in the surgery book and staffroom).

Medical information and consent for giving medical treatment is obtained from parents/carers during the admission process. Where appropriate students will have individual Health Care Plans.

Staff involved in the medical care of students will be given training as required. For example, some staff have been trained to administer Buccal Midazolam.

Further advice and guidance regarding students' health needs is sought from either the Schools' Medical Officer or the school's G.P.

Follow guidance contained in SES Bulletin **96/SS/24** for **Guidelines on Pupils' Health and the Administration of Medicines**. The LA has produced guidance for schools entitled **Pupil's Health and the Administration of Medicines** which is kept in the Head of Residential office. See School's Health and Safety Manual (second edition) **Guidance note: G ED 2**.

Follow guidelines contained in DfEE circular **14/96** "*Supporting Pupils with Medical Needs in school*"

### **Electrical Equipment [fixed & portable]**

It is the responsibility of the Premises Manager to ensure all electrical equipment and electrical services are inspected at the correct timings.

All portable appliances must be tested annually either by the Premises Manager or a suitable contractor, findings must be documented and any items that fail the test must be withdrawn from use.

Any portable appliances brought in to school by students or staff must be tested by the Premises Manager prior to being used. Residential staff routinely check student's equipment to ensure it has been tested.

All fixed wiring and associated distribution boards must be tested on a 5 yearly basis by a qualified electrical contractor. Any category 1 remedial works must be completed as soon as possible.

Any electrical equipment that is found to be faulty or unsafe must be reported to the Premises Manager or a senior member of staff immediately and taken out of use until repaired or disposed of.

See Surrey County Council's Schools Health and Safety Manual (second edition) **Guidance notes: D2 + Appendix 1 to 5.**

### **Fire Precautions & Procedures (and other emergencies)**

The Premises Manager is responsible for organising two fire drills per term. Roll call lists are located in the surgery for the evening and the day registers are kept in the Front Office. The staff register is located in the lobby by the staff entrance door. It is the responsibility of every member of staff to sign in and out whenever they enter or leave the building. Instructions for staff are posted in the surgery, staffrooms, front office and one on each floor of the main house by the back stairs. Fire action notices are posted by each fire call point.

The school is responsible for ensuring all staff and users of the building are fully aware of where fire escape routes and fire exits are and what the procedures are in the event of a fire or emergency.

Fire & Evacuation Routine and Record book (red folder) and equipment testing log books are kept in the Premises Managers Office. The Fire certificate is kept in the Business Manager's office.

The fire alarm system is tested weekly during term time by the Premises Manager and an additional member of staff. Quarterly inspections are carried out by Surrey County Council's preferred contractor as are inspections of emergency lighting. Fire extinguishers are inspected and serviced annually by a qualified contractor.

Staff should only attempt to use the fire extinguishers if they have taken part in some form of training and feel competent to do so. Only small fires should be tackled and only once the alarm has been sounded and the building has been cleared of students and staff.

See School's Health and Safety Manual (second edition) **Guidance note: G1 and also C2** for SES guidelines.

Follow Surrey County Council guidance in the red folder containing the updated Fire and Evacuation Routine and Record book in accordance with the Fire Precautions (workplace) Regulations 1997. This includes a Fire Risk Assessment.

The Premises Manager has completed a two day Fire Risk Assessment course and as such is regarded as a "competent person" to carry out a Fire Risk of the building. The Fire Risk Assessment is reviewed every two years or sooner if there are any significant changes to the building or occupants. The "Significant Findings" of the Fire Risk Assessment are prioritised and given a timescale within which any deficiencies must be rectified. All staff and users of the building must be aware of the contents of "Significant Findings" section of the report and of the progress on remedial actions.

The Fire Service must be called whenever there is a fire no matter how small and even if it has been extinguished successfully by staff.

Bonfires are only allowed during weekends and holiday periods when the students are not on site. Any bonfires during weekends or holidays must only be lit in the furthest corner of the grounds, must be supervised at all times and fully extinguished when finished.

### **First Aid**

Location of First Aid boxes: kitchen, front office, upstairs surgery, technology suite, swimming pool, science lab, sports hall, minibus and school car. There are also first aid supplies in the downstairs surgery. There is also a first aid kit together with a burns kit for taking on Duke of Edinburgh expeditions etc. Included in each First Aid box is a list of contents and advice on First Aid treatment.

For the list of trained and qualified First Aiders see appendix.

Appointed person(s) to summon help in a medical emergency: SLT must be informed if an ambulance is called.

Head of Residential, or person appointed directly by her, will ensure that first aid materials are checked for ready availability.

Records of First Aid Treatment given to employees/non-employees: accidents should be recorded online on the Surrey County Council live site for 'health and safety event' reporting via [surreycc-safety.net/scc](http://surreycc-safety.net/scc). A copy of the event notification form is then kept in the Headteacher's Office.

Records of minor first aid treatment given to students should be entered in the Surgery record book which is kept in the downstairs surgery. More major treatment given to students should be recorded online on the Surrey County Council live site for "Health and Safety event" reporting via [surreycc-safety.net/scc](http://surreycc-safety.net/scc). A copy of the event notification form is then kept in the Headteacher's office.

### **Glass & Glazing**

All glass in doors and door side panels must be either laminated or toughened safety glass. All glass in windows below 800mm from floor level must also be laminated or toughened safety glass. It is the responsibility of the Premises Manager to ensure all glazing meets the required standard and that all replacement glazing is of the correct type for the area being replaced.

### **Hazardous Substances COSHH**

An inventory of all hazardous substances used or stored on the school site and their safety data sheets are located in the C.O.S.H.H. file in the Premises Managers office. The safety data sheets contain information such as:

- Hazard identification.
- First Aid measures.
- Firefighting measures.
- Details regarding storage and labelling
- Emergency procedures following an incident.
- Disposal of product.

In addition copies of the data sheets for all Hazardous Substances stored and used in the Science lab are kept in a file in the lab beside the door. Wherever possible the amounts of hazardous substances stored on site must be kept to a minimum. All hazardous substances must be stored in a locked cupboard in a locked room with no student access at any time. Any hazardous substance ordered by staff must be supplied with the appropriate safety data sheets copies of which must be handed to the Premises Manager to go in the C.O.S.H.H. file. Any incidents involving hazardous substances must be reported to the Headteacher immediately who will take appropriate action.

See Schools Health and Safety Manual (second edition) **Guidance notes: E, E1 Appendix 1 to 5**

### **Health and Safety Advice**

As the school buys back the Health and Safety advice service from Babcock, the Headteacher and Health and Safety Co-ordinator receive regular Health and Safety updates, bulletins and newsletters. Any health and safety queries can be clarified by the Babcock team by telephone or letter. There are several health and safety posters throughout the building which give contacts for the local Health and Safety Executive office. The Premises Manager and Business Manager also attend Surrey premises briefings.

### **Housekeeping, cleaning & waste disposal**

All school waste is disposed of on a weekly basis by registered waste disposal contractors. Waste is sorted at source into general waste and recyclable paper and cardboard. The domestic staff remove the waste daily and take it to the bin compound where it is placed in steel containers with lids. The bin compound is a safe distance from the building and is lockable. Clinical waste is disposed of by approved contractors on a weekly and monthly basis in the appropriate way.

The domestic staff have responsibility for keeping the buildings clean and free from rubbish and are overseen by the Premises Manager. Any health and safety concerns the domestic staff have must be reported to the Premises Manager or senior member of staff immediately. The domestic staff must use "Wet Floor" signs when washing all hard floor surfaces, signs must remain in place until floor is dry. Nappy/sanitary bins are provided in all toilet areas which are emptied on a weekly and monthly basis by registered contractors. There is a Sharps bin in the surgery for needles and diabetic blood monitoring equipment. The Sharps bins are taken to the Health Centre when full and exchanged for an empty one.

Bottles and jars etc are placed in the glass recycling bank in the bin compound which is emptied when full by the local council. Broken sheet glass must be wrapped in newspaper and placed carefully in the general waste bins as should any other sharp objects.

### **Handling and Lifting**

The Premises Manager and his assistant are responsible for the movement of any heavy deliveries or equipment that need to be moved around the school site. The school provides various portage equipment such as trolleys and sack barrows to ensure heavy objects can be moved in a safe way. The Premises Manager has attended a manual handling course and is responsible for ensuring

correct lifting techniques are used at all times. All staff are issued with manual handling guidelines as part of their induction pack.

There is a hoist in the swimming pool for lifting disabled swimmers in and out of the pool which staff must be trained to use before attempting to lift anyone in or out. The hoist is inspected at 6 monthly intervals by the installers to ensure it is safe to use and meets current regulations. If there is a need for staff to manually lift a student e.g. disabled student, a full written risk assessment must be carried out prior to this taking place to ensure correct techniques and staffing levels are adhered to. See Schools Health and Safety Manual (Second edition) **Guidance notes: F2.**

### **Jewellery**

Limpsfield Grange has a strict policy on the amount and type of jewellery that can be worn by students. The only jewellery that can be worn is a watch and a pair of small stud earrings. No other jewellery such as rings or necklaces are allowed.

Piercings such as eyebrows etc are not allowed and students will be asked to remove any such jewellery. Any jewellery that has to be removed will be looked after by staff and handed back at the end of the day.

All jewellery must be removed before taking part in physical exercise or swimming and handed to a member of staff for safe keeping. The school is not responsible for any jewellery brought into school.

### **Lettings/shared use of premises**

All hirers of the school building or grounds must be provided with copies of Health and Safety and Fire Safety policies, a copy of the site rules and any relevant risk assessments.

Where hirers are using the swimming pool they must also be given the swimming pool “Normal Operating Procedures” (NOP), “Pool Safety Operating Procedures” (PSOP) and “Emergency Action Plan” (EAP).

It is the responsibility of the hirer to carry out their own risk assessments for the activities they are undertaking as well as their own Fire Risk Assessment if using the building when no school staff are present.

All lettings must be carried out to the requirements set out in the Lettings Arrangements and Charging Policy.

### **Lone Working**

It is recognised that there are always going to be times when staff are required to work on their own which is unavoidable but must be subject to certain conditions.

No hazardous activities should be carried out by members of staff on their own such as use of ladders etc.

Where lone working is required the staff member must always have access to a walkie talkie or phone in case of emergencies.

It is the responsibility of the staff member who is working on their own to inform other staff of where they will be working and what they will be doing.

Staff members should be aware of the risks of being on their own with students where they cannot be seen by other members of staff.

Male members of staff should avoid allowing themselves to be in a situation where they are on their own with a student without other staff being able to see them.

All lone working situations should be risk assessed prior to taking place.

See Surrey County Council's Schools Health and Safety Manual (second edition) **Guidance notes: C6 section 3.1.** and the school's Lone Working Policy.

### **Long Term Evacuation Plan**

In the event of an incident requiring the evacuation of staff and students from the school site the following procedures would take place:

During the school day students, staff, visitors and other people on site would evacuate to Oxted County School on foot via Water Lane and Park Road to the rear entrance of the school. The Headteacher, or in her absence a senior member of staff, would contact the Headteacher of Oxted School prior to departure to warn of arrival. A list of student's parent's phone numbers and staff family member's phone numbers would be taken along with mobile phones and other emergency contact numbers. Any medication that either students or staff may need would be collected from surgery if possible.

During the evening or at night the school would evacuate to St Peters Church Hall in Limpsfield via Bluehouse lane and Limpsfield High Street. The Headteacher, or senior member of staff on duty, would call the key holder of the Church Hall to warn of arrival. If not already on site the Headteacher would be called as soon as the emergency is identified. Lists of student's parent's phone numbers would be taken along with other relevant contact numbers, mobile phones and torches from the school. Any medication that students or staff may need would be taken from surgery if possible.

The school would take advice from the Local Authority regarding alternative venues if the staff and students were not able to return to the building the same day.

### **Maintenance / Inspection of Equipment**

The Premises Manager has responsibility for ensuring all equipment on the school site is safe to use and is serviced/inspected at the correct intervals. The list of equipment, service/inspection intervals, who carried out the service/inspection and when it was last completed is located in the Premises Managers office in the maintenance and testing file. Certificates such as Gas Safety Certificates and Fire Certificates are located in the Business Managers office.

### **Monitoring the Policy**

The Resources Governors Committee carry out a Health and Safety inspection of the premises on a termly basis, the inspection report is then discussed at the Resources Committee meeting shortly after. The inspection can be of the site in general or of a pre-designated area if there is a health and safety concern. Governors may be required to inspect an area following an incident as part of an investigation.

The Premises Manager takes note of any health and safety issues on a daily basis when unlocking/locking up the building and during the course of his working day. It is the responsibility of all staff to report any health and safety issues or breaches of health and safety rules to either the Premises Manager or a senior member of staff at the first opportunity.

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

It is the responsibility of the Subject Leaders or a person appointed by them to ensure adequate supplies of suitable personal protective equipment are available if required for specific activities. It is also their responsibility to ensure staff and students use this equipment when carrying out these activities and that it is used properly. There is currently no P.P.E. on site that requires a periodic inspection. See Surrey County Council's Schools Health and Safety Manual (second edition)

**Guidance notes: D3.**

### **Reporting Defects**

Any health and safety hazards that are found anywhere in the premises must be reported immediately to the Premises Manager and in his absence a senior member of staff who will deal with it appropriately. If the problem is covered by Surrey County Council buyback scheme their building maintenance consultants must be called to instigate a repair. If necessary the area must be sealed off until the repair is complete. Staff are asked to record any defects or repairs needed on the online Maintenance Log for the Site Manager or Premises Assistant to deal with on a priority basis.

### **Risk Assessments**

Guidance for risk assessment procedures at Limpsfield Grange is revised annually by the Head of Residential and other members of the Resources Committee which outlines the responsibilities of the employer and employees.

See **Appendix A** for a copy of Risk Assessment Regulation 3 from the Management of Health and Safety at Work Regulations 1992 which as a school we will adhere to.

Refer also to guidance in SES School's Health and Safety Manual (second edition) **Section B** (Risk Control) **Guidance notes: B1, B2, and B Ed 1.**

Risk assessments are carried out for hazardous areas of the school at the beginning of each academic year. Copies of these are kept in the class file and in the risk assessment file in the Head of Residential's office

Risk assessments for individual students are completed by tutor teams as the need arises, and are stored in a folder called Risk Assessments on Everyone. Risk assessments for activities and trips are

carried out in accordance with our own procedures and those laid down by Surrey County Council in the Guidelines for Educational Visits and Outdoor Education Activities (2004).

All hazardous activities or trips abroad must be risk assessed and approval sought from the schools Educational Visits Co-ordinator, the Headteacher, Governors and the Head of Strategic Risk Management at Surrey County Council through the Evolve system a minimum of two weeks prior to activity/trip taking place.

### **School Trips/ Off-Site Activities**

All school trips and outdoor activities must adhere to the protocols set out in the schools Educational Visits policy.

See Surrey County Council's Schools Health and Safety Manual (second edition) **Guidance notes: F Ed2.**

### **School Transport**

Minibus/School Car: weekly checks are carried out and recorded by the Premises Managers assistant. Minibus/car driver must ensure passengers are wearing seatbelts before setting off. All drivers must pass SCC competency test before taking students out.

The School Business Manager has the responsibility of checking all driving licenses and insurance documents on an annual basis. Drivers of the school minibus must hold a full driving license a copy of which should be retained by the school. It will be each drivers responsibility to notify the school if they are involved in any traffic violations which result in "points" being added to their license, this may mean their eligibility to drive the minibus may be reviewed.

Staff must follow guidance laid down in the SES booklet "School Minibuses - guidance for Surrey Schools" and also adhere to the guidelines in Appendix L of "Guidelines for Educational Visits and Outdoor Education Activities".

Risk Assessments must be carried out by the party leader and approved by the Educational Visits Co-ordinator prior to any visits taking place. Both minibus and school car undergo 6 monthly safety checks together with the annual M.O.T. which the Premises Manager is responsible for arranging.

Most students are transported to and from the Limpsfield Grange in taxis arranged by Surrey County Council's school transport provider. Any complaints from students concerning either driver behaviour or the way they drive must be reported to the Deputy Headteacher who will inform Surrey County Council's SEN Transport Department.

Occasionally staff are asked to use their own car to transport a student somewhere. This is only possible if the member of Staff has business insurance which has been checked by the School Business Manager prior to departing.

### **Smoking**

In line with Surrey C.C. guidance there is a rigorously enforced no smoking policy which covers both the buildings and the grounds and applies to all staff, visitor's residents and contractors.

### **Staff Consultation**

Regular Health and Safety and Fire Safety bulletins are sent out to staff to remind them of the procedures they must adhere to and their responsibilities regarding Health and Safety issues around the school site. Staff are encouraged to take an active role in health and safety issues and are asked to report any concerns or defective equipment to the Headteacher or Premises Manager as soon as they observed.

All staff are encouraged to log general maintenance issues in the maintenance log located in everyone, this is checked daily by premises staff. The Resources Committee meets termly to discuss any maintenance issues that require attention with any health and safety issues taking priority. The Resources committee terms of reference are reviewed annually or whenever there is a major change in legislation. The Premises Manager and Business Manager carry out termly health and safety checks; these are monitored by the Health and Safety Governor and reported to the Resources Committee.

### **Staff Health & Safety Training and Development**

Health and safety issues are included as part of the Staff Induction Programme. New staff are given a copy of the Surrey County Council Statement of Health and Safety at Work Policy, the HSE leaflet "Health and Safety Law – What you should know" and also a personal copy of the school policy by the schools' Health and Safety representative. They must be made aware of how to obtain further information and be shown where it is kept.

New staff must read and sign the Fire & Evacuation Routine & Record book as directed by the Health and Safety representative. A member of SLT should clarify with staff that they understand the schools' fire routines.

New staff must read and sign the School Health, Safety and Security Policy as directed by the Health and Safety representative.

New staff should be aware of the Surrey County Council model policy for schools on Discrimination, Harassment, Victimisation and Bullying (dated January 1998) sections **K2.1** and **K2.2**.

Refer to the SES guidelines in the School's Health and Safety Manual (second edition) **F4** and **F5**. These sections contain further guidance on dealing with aggression and violence and also stress management.

The Premises Manager is responsible for all health and safety and fire safety issues and ensures that the school adheres to current legislation and that the school is a safe place to work and be educated in.

Refresher courses on health and safety are delivered to staff through our regular professional development cycle to ensure they are aware of their responsibilities and the procedures they must follow both on a day to day basis and in the event of an emergency.

### **Staff Wellbeing / Stress**

The school subscribe to the Surrey County Council Employee Support scheme (Schools Advisory Services) which is confidential. The staff support phone number is located on the staff notice board

and staff are advised to talk to their team leader if they feel under pressure. See Schools Health and Safety Manual (second edition) **Guidance notes: F5 1 to 4.**

### **Supervision [including out of school learning activity/study support]**

All Staff must have undergone an enhanced Disclosure and Barring Service (DBS) check prior to starting work at the school. This process is initiated and monitored by the School Business Manager.

Students are supervised by the staff team, the supervision ratio is determined by the needs of the students involved.

### **Swimming Pool Operating Procedures**

The Premises Manager and assistant have responsibility for the day to day maintenance of the swimming pool having completed training courses to do so. The pool is cleaned and chemical levels tested on a daily basis sometimes more often according to use. The Premises Manager has compiled the pool operating procedures a full copy of which is located in the pool entrance hall and Premises Managers office. These procedures include the Normal Operating Procedures (N.O.P.), Pool Safety Operating Procedures (P.S.O.P.) and the Emergency Operating Plan (E.A.P.). A full risk assessment has been carried out by the Premises Manager which is also in the operating procedures file. Copies of all these documents are provided to all those hiring the pool for them to familiarise themselves with prior to use. There is an emergency alarm at the side of the pool which sounds and flashes in the main building when pushed to summon assistance. A telephone is situated in the pool entrance hall for calling the Emergency Services. The pool is tested for bacteria on a monthly basis in line with best practice advice issued by the Institute of Recreational Management (I.S.R.M.), results certificates are located in the Premises Managers office.

### **Use of VDU's / Display Screens**

Guidance for safe working with display screen equipment is given in SCC School's Manual for Health and Safety (second edition) **Guidance note: F3 and appendix no's 1 - 6.** At Limpsfield Grange we aim to comply with the summary guidance document covering Health and Safety (display screen equipment) Regulations 1992 outlining the duties for employers and also standards required for workstations. It also outlines how employees can adjust their workstations to suit themselves.

Refer to HSE guidance for further information regarding Health and Safety issues when using V.D.U.

### **Vehicles on Site**

There is a 10mph speed limit on the school driveway and car park along with a traffic calming hump to ensure vehicles slow down when nearing the building. A footpath was installed so that pedestrians do not have to walk on the driveway together with an automatic gate to stop people driving onto the playground area. Taxi's drop off and pick up students close to the building to avoid them having to negotiate traffic. There are "vehicles are left at owner's risk" signs in the car parks.

### **School Security / Violence towards Staff**

The Governing Body takes student staff and site security very seriously to this end the school has invested a large amount of money in a high quality C.C.T.V system, intruder alarm system and door entry systems. (Please see our *Use of CCTV System Policy*)

The C.C.T.V system covers all entrances to the building, the swimming pool, much of the classroom block and both entrances to the residential area.

The intruder alarm covers nearly all ground floor areas and alerts staff to any intruders at night or at weekends. A separate alarm system covering both entrance doors to the residential area is operated from the upstairs surgery, when set at night it alerts the member of staff to anyone trying to enter or exit the residential area.

All external entrance doors to the school have been fitted with coded keypad entry systems restricting access to staff and residents only. Several rooms that are required to be secure also have keypad locks.

Visitors to the site are directed to the main entrance which has a video entry system enabling the office staff to see who is there before allowing them to enter. Once inside visitors are required to sign in and are given a visitors badge which they must wear at all times while on site. Visitors are never left on their own with students in order to protect both parties.

In the event of a student leaving the site without permission staff will follow the protocol set up in the "Absence of a Student without Authority" policy drawn up with guidance from the National Minimum Care Standard - Standard 8.

Regarding any incidence of violence towards staff please see our Behaviour Policy and Physical Intervention Policy.

In the event of a visitor to the school behaving violently or threateningly towards a member of staff the Headteacher must be notified and the police must be called immediately.

See Schools Health and Safety Manual (second edition) **Guidance notes: F4 appendix 1 to 4.**

### **Working at height**

The Premises Manager has undertaken a "safe use of ladders" course and as such is viewed as competent to work at heights if appropriate risk assessments and checks have been carried out. Ladders and steps are inspected before each period of use and records of condition located in the Premises Managers office. Contractors must provide their own ladders and steps and are not permitted to use the schools under any circumstances. See S.C.C. Schools Health and Safety Manual (Second Edition) **Guidance notes: C5 + Appendix 1.**

### **Work Experience**

The Work Experience Co-ordinator liaise to ensure all block and extended work placements are assessed and categorised to the appropriate level of risk to ensure issues of Health and Safety are adequately addressed.

Students on work experience are covered by their employers' Health and Safety legislation and Public Liability Insurance.

All students undertaking work experience placements are thoroughly prepared for this through the curriculum.

Where a student has any specific difficulties or areas of concern the employer is given details of these to ensure they are fully aware of any possible problems.

Students are supported, when necessary, by members of school staff at the work placement or receive help to travel to the work placement by school staff or parent/carers.

g) During the block Work Experience week all students receive 1 visit from school staff to ensure everything is going smoothly.

### **Playground Safety**

Limpsfield Grange has several hectares of grounds most of which is open grassland and lawns with scattered trees and small copse's. A stream which has recently been fenced off borders the south boundary and the remaining boundary is either fenced or covered with vegetation.

The tar paved playground is surrounded by classrooms and overlooked by the staffroom on the first floor. At break times the student are split between the playgrounds, Library, ICT Suite and when dry the back lawn. Break time is supervised by 3 members of staff patrolling areas that students are allowed to use. Lunchtime is supervised by 5 members of staff monitoring organised adult led activities. All supervising staff use walkie talkies to communicate. Any emergency is relayed to a member of senior staff who will instigate the necessary actions.

The Trim Trail is inspected annually by Surrey Commercial Services and any faults are notified to the Premises Manager who will either close the trail off if needed or ensure the fault is rectified as soon as possible. The repair will then be inspected by Commercial Services to ensure it is safe to use.

The Premises Manager has responsibility for ensuring the grounds are safe to use. Any hazards in the grounds are reported to him to deal with on a priority basis. Any fallen or dangerous trees are cordoned off and reported to the Babcock arbour culturist who will arrange inspection and any necessary works.

### **37. The Smallholding**

The smallholding is the areas of the school where alpacas, goats, sheep and chickens are kept. There are also 2 raised beds where students can grow their own vegetables. There are also a number of dogs who are on site each day accompanied by their owners. There is a code of practice which is linked to the risk assessment for students who use the smallholding and who work with the animals. The following are examples from that code:

- Correct footwear must be worn at all time.
- Gloves must be worn either when handling the animals or cleaning them out.
- No running in the smallholding.
- Hands must be washed after being in the smallholding.

From time to time it may be deemed too hazardous for students to access the smallholding due to mud, snow, ice, vermin etc. In these cases the Premises Manager will restrict access and look after the animals until he feels it is safe for the students to do so. (Also see *Animals in School Policy*)

Students are only allowed access to the animals in the smallholding if we have a signed consent form from their parents.

**Water Hygiene.**

In line with current regulations the school has a two yearly Water Hygiene Risk Assessment carried out by Surrey County Councils preferred contractor, any remedial recommendations are implemented either by Surrey County Council or the school.

The Premises Manager or assistant carry out routine temperature and flushing checks as specified in the Water Hygiene Risk Assessment details of which are kept in the water hygiene testing log in the Premises Manager’s office.

**Review**

The Governing Body of Limpsfield Grange School adopted this policy on: \_\_\_\_\_

It will be reviewed on: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

**Appendix 1 – List of First Aiders**

- Natasha White
- Peta Morris
- Jo Lillis
- Jane Sole
- Carmen Marston
- Sheila Eves
- Tim Bunn
- Linda Bunn

March 2017