

Reviewed: **September 2022**
Review period: **Annual**
Review date: **September 2023**



Health Safety and Welfare Policy & Arrangements For PORTESBERY School

To comply with the Health and Safety at Work etc 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 of his employees.

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

Throughout this Policy, reference is made to Surrey County Council Health and Safety Policy. Where Surrey County Council is the employer i.e. Community and Voluntary Controlled Schools, this policy must be followed.

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

1. Access control / security	13.
2. Accident and near miss reporting, recording and investigation	13.
3. Asbestos	13.
4. Contractors	13.
5. Curriculum safety	14.
6. Display screen equipment	14.
7. Drugs and Medications	14.
8. Electrical equipment	14.
9. Emergency procedures	15.
10. Fire precautions and procedures	15.
11. First aid	15.
12. Glass and glazing	15.
13. Hazardous substances	15.
14. Handling and lifting	16.
15. Health and safety advice	16.
16. Housekeeping, cleaning, waste disposal	16.
17. Infection control	17.
18. Jewellery	17.
19. Lettings/shared use of premises	17.
20. Lone working	17.
21. Long term evacuation plan	17.

22. Maintenance of equipment	17.
23. Monitoring the policy	17.
24. Personal protective equipment (PPE)	18.
25. Playground safety	18.
26. Reporting defects	18.
27. Risk assessments	18.
28. School trips/off-site activities	18.
29. School Transport	19.
30. Site security/visitors	20.
31. Smoking	20.
32. Staff consultation	20.
33. Staff health and safety training & development	20.
34. Staff well-being/ stress	20.
35. Supervision	21.
36. Swimming/hydrotherapy pool	21.
37. Vehicles on site	21.
38. Violence/school security	21.
39. Water management (Legionella)	22.
40. Work experience	22.
41. Working at height	22.

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

1. The Governing Body & Headteacher of Portesbery 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 H&S policy of Surrey County Council.
- Require all managers, in the school community, to act in accordance with SCC/School H&S policy and procedures, and require same of persons that they supervise and take responsibility for.

2. The Governing Body & Headteacher will, provide as necessary, policy, 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

3. In support of the above, the Governing Body & 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 procedures.

[Insert signature] Head Teacher

[Insert signature] Chair of Governors

date

date

Part 2:

Organisation and Responsibilities for Health, Safety and Welfare

The following H&S organisational structure, and roles and responsibilities are approved by the Governing Body & Headteacher of Portesbery School.

1. The Governing Body

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

- 1.1 Include Health and safety targets in the School Development Plan. Targets may include,
 - Provision of facility for health and safety purposes.
 - Reductions in accidents/incidents.
 - Training for Governors/staff, and
 - revision of policy/procedure
- 1.2 Nominate a Governor (H&S) as an H&S link between the Governing Body and the wider school community, who will stay up to date with school H&S initiatives and inform the Governing Body accordingly.
- 1.3 Be informed and updated of Surrey County Council's H&S Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC behalf.
- 1.4 Ensure that H&S is an agenda item on full Governing Body termly meetings, and receive a termly H&S report from the Headteacher at this time. This report should include information on,
 - Progress of the H&S targets in the SDP.
 - Accident/incident analysis (Oshens/Riddor/Sleuth)
 - Relevant H&S information received from SCC or its Advisers.
 - Suggestion on future H&S initiatives.
- 1.5 Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.

2. Headteacher

As Senior Manager for the premises, and of all on & off site school related activities, the Headteacher is responsible for the day to day management of H&S. The Headteacher will advise SCC/Governors of any H&S issue where their support or intervention, either via system or finance, is necessary & 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, together with any risks identified as specific to the school*).
 - Appropriate control measures are implemented, and that
 - Assessment are monitored and reviewed as necessary.
- 2.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- 2.4 Appropriate staffing levels for safe supervision are in place.
- 2.5 An adequate schedule of inspection & 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. gymnasias and fume cupboards
- 2.6 An adequate needs analysis of H&S 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 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.

- 2.7 Adequate and easily retrievable health and safety training records are available and up to date on sims
- 2.8 The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- 2.9 A termly H&S report is provided to Governors.
- 2.10 The school cooperates and participates in the County's H&S monitoring arrangements.
- 2.11 A school's Educational Visits Co-ordinator is appointed and trained accordingly.
- 2.12 Contractors (including catering, cleaning and grounds 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 An appropriate Deputy is suitably instructed to take day to day responsibility for H&S in the absence of the Headteacher.

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

3. Deputy Headteacher

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

4. 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. In particular line managers 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 and reviewed accordingly.
- 4.2 All accidents and incidents occurring within their areas are reported, recorded & 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 H&S 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 H&S 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 receive appropriate H&S induction training.
- 4.9 First aid provision is adequate.
- 4.10 Pupils are given relevant H&S information and instruction.

5. Teaching Staff [Including supply]

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

- 5.1 Effective and appropriate supervision of the pupils that they are

supervising.

- 5.2 That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- 5.3 That they are conversant with the school's H&S policy and any arrangements specific to their own department.
- 5.4 They know the emergency procedures.
- 5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- 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.

6. Premises Manager

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

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

7. Health and Safety Co-ordinators

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

- 7.1 Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary.
- 7.2 Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies.
- 7.3 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 County Council of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- 7.6 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- 7.7 Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- 7.8 Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- 7.9 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- 7.10 Ensuring that all Senior Managers (including Heads of Departments) are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

8. All Employees [including temporary & volunteers]

All employees are required to take care of their own safety and health whilst at work

and that of others who may be affected by their actions.

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

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

9. Staff Safety Representatives (if applicable)

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 H&S 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.

Names of Trade Union appointed Safety Representatives (if any)

Name	Union	Area Covered

10. Health and Safety Committee – responsibilities adopted by the Governing Body Resources Committee.

School nominated responsibilities

10.1 Headteacher - Nathan Aspinall, Deputy Head – Clare Walker

10.2 Governor Representatives – Nic Pretty

10.3 Health & Safety Co-ordinator- Debbie Attard

10.4 Heads of Department – Assistant Head Teachers - Sam Leach & Cathryn Hopkinson – Primary, Kirsty Hodge – Secondary.

10.5 School Nurses – Rachel Hine & Dee Carter, Health Care Assistant – Lynne Ward

10.6 Premises Manager – Keith Beaumont

10.7 Caterer in Charge - Laura Taylor

10.8 Access control & eSafety – Neil Thomas

Part 3:

Arrangements and Procedures for Health, Safety and Welfare

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

1. Access Control/Security

- All visitors must report to the main reception – staff should not grant access via any other means unless prior authorisation has been obtained. All visitors are asked to sign in and out.
- Access to the school is controlled by an electronic fob system. Access rights for each fob can be controlled remotely by the admin team
- If doors are opened due to the sounding of the fire alarm, then a member of staff will be allocated to each open doorway to control access.
- All staff are expected to avoid using the main front door and should enter/leave the school by other exits.

2. Accident Reporting, Recording & Investigation

- All staff are informed of the accident reporting and recording procedures as part of their Induction.
- All accidents/incidents are reported by using the "Every" online system which is accessible on every computer throughout the school.
- Any major incidents (requiring hospitalisation or further treatment) will be recorded by the School Business Manager using the online Surrey system (OSHENS).
- Any work experience students or visitors are made aware of these procedures as part of their initial risk assessment.

3. Asbestos

As the school was built in 2014 there is no asbestos on the site

4. Contractors

Contractors outside of those within the SCC Buyback Scheme have been chosen with due consideration to the following:-

- Involvement in the initial build of the school.
- Recommendation by other local or SPAN schools

- A Copy of their public liability insurance, risk assessment and schedule of works.
 - All major works are required to happen outside of school hours and we consider the needs of the pupils as a priority.
 - References
 - All contractors are required to read and sign the Guide for the Health and Safety of Contractors on their first visit to the school.
 - The Premises Manager is responsible for managing /monitoring all contractors and any concerns should be reported directly to him in the first instance.
- 5. Curriculum Safety** [including out of school learning activity/study support]
- Written risk assessments for all shared areas throughout the school and grounds are on the shared drive, and are regularly reviewed.
 - Individual risk assessments are undertaken for specific activities, based on the needs of students.
 - All staff are constantly assessing risk throughout the school day.
- 6. Display Screens**
- The school follows the guideline for this as set out in the County's Policy.
 - Rolling Programme of Work Station Risk Assessment led by School Business Manager
 - Maximum amount of £85 set for reimbursement of cost eye-tests/glasses if required to fulfil role.
- 7. Drugs & Medications**
- A large number of pupils at the school require medical interventions whether these are in relation to regular or emergency medication
 - The school has a separate Administration of Medication Policy.
 - Methods for administration of drugs is made clear to all staff as part of their Induction by the School Nurse.
 - Staff medication is locked away during the school day
- 8. Electrical Equipment** [fixed & portable]
- Staff should visually inspect electrical equipment before each use and if they have any concerns they should not use it, make sure that no one else can use it and report it.
 - The PAT testing of all equipment is completed by Neil Thomas, ICT Manager, on a rolling programme.
 - Staff should not bring in personal electrical items to use in school without first having them PAT tested by the ICT Manager.

- Fixed installations are the responsibility of the county council, they are checked every 5 years as part of the buyback programme.
- Any defects are reported by the Premises Manager to the County Council.

9. Emergency procedures

- Portesbery School will revert to their emergency procedures for bomb threats, evacuations, and other emergencies.
- Annual review of arrangements for implementing a sensible and proportionate response to any external or internal incident, such as armed intrusion, chemical spillages, and air pollution for example, which has the potential to pose a threat to the safety and wellbeing of pupils, staff members and visitors

10. Fire Precautions & Procedures (and other emergencies)

- The Head Teacher, Health and Safety coordinator and Premises Manager are responsible for undertaking and reviewing the fire risk assessment.
- The school have fire drills on at least a termly basis for the whole school.
- The school will introduce lockdown drills from the Autumn term 2022
- The Fire evacuation procedures are detailed in both a separate document of the same name and in the School Emergency Plan.
- All staff have induction training which outlines this plan.
- The Premises Manager ensures the maintenance of extinguishers, testing alarms, break glass points and emergency lighting is completed and records this in the Fire Risk Assessment Folder.

11. First Aid

- The school ensures that there are an appropriate number of trained first aiders and that timely refresher training is arranged.
- Posters are displayed around the school to identify the location of the first aid boxes and identity of trained first aiders.
- These are checked and restocked by a specified member of staff on a weekly basis
- If further Medical assistance is required, a member of SLT will be summoned and will oversee the situation following the 'Protocol for Responding to an Emergency'.

12. Glass & Glazing

All glass in doors, side panels and windows is safety glass, and all replacement glass is of safety standard. Routine part of termly health and safety inspection of the premises includes review of glass status (i.e., chipping, cracking etc)

13. Hazardous Substances

- Swimming Pool chemicals – these are locked away and only fully trained staff have access. Appropriate hazard data sheets are stored in the same location.
- Cleaning chemicals and their hazard data sheets are all stored in locked cleaning cupboards. Master COSSH register kept in Business Managers Office.
- Any staff using dangerous chemicals will have training in safe use, selection & use of protective equipment.

14. Handling & Lifting

- A large number of pupils need to be moved and handled using specialist equipment. All of these pupils, and pupils who need other physical support, are risk assessed and have a manual handling risk assessment completed by trained staff.
- All staff complete a full training session followed by yearly refreshers
- All hoists are inspected visually by staff when using them and have official checks every 6 months.
- Trolleys are provided for the moving of chairs and boxes and staff are trained to assess any moving and handling procedure.

See Manual Handling Policy for further details.

15. Health and Safety Advice

- First points of contact for advice and support are Nathan Aspinall, Debbie Attard and Keith Beaumont.
- Competent health and safety advice is available from SCC's Strategic Risk Management team for maintained schools.

16. Housekeeping, cleaning & waste disposal

- External cleaning contractors are contracted to ensure the premises are clean internally.
- Monitoring and recording of the quality of this work is managed by the Premises Manager who then liaises directly with the contractor's manager.
- All cleaning is done outside school hours
- All spillages/wet surfaces should be alerted by signage during the school day.
- Red mops and buckets are for bodily fluids, blue mops and buckets are for everything else
- Hazard substance cleaning kits are located in the cleaning cupboards
- Broken glass and any other broken sharp objects should be wrapped and boxed and marked as broken glass. The box is then put in the main bin or taken to the recycling point.
- External waste bins are stored away from the buildings in a locked bin store.

- The School Nurse has access to a sharps bin for used medical items.
- Recycling bins are emptied regularly into the appropriate external refuse bin.

17. Infection Control (including Coronavirus)

- The school follows national guidance published by Public Health England when responding to infection control issues and will encourage staff and pupils to follow this good hygiene practice Arrangements for managing a range of common and important infections including COVID-19 are implemented with guidance available from SCC. The Headteacher is responsible for carrying out and monitoring safe procedures and risk assessments within the school, and communicating to staff, visitors and pupils following guidance changes.
- All staff are required to make infection control a key priority and to act at all times in a way that is compliant with safe, modern and effective infection control practice as explained by the school's own specific risk assessment, and any advice and guidance issued by and within the school for the purposes of infection control.
- All staff within the school have a responsibility to monitor and ensure pupils under their supervision adhere to the rules and procedures put in place to protect the whole school community from the spread of infection.

18. Jewellery

Staff are aware of the risks when wearing jewellery and are advised against it. This is detailed in the school's Staff Code of Conduct policy.

19. Lettings/shared use of premises

The school does not currently have any external use of premises

20. Lone Working

In order to ensure that there are safe working practices in place the school has identified the risks and correct procedures in its Lone Working Policy.

Lone working may include late working, weekend working, site manager duties, site cleaning duties, working in a single occupancy office. Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

21. Long Term Evacuation Plan

Full details of the plans in place are available in the Business Continuity Plan and the School Emergency Plan.

22. Maintenance / Inspection of Equipment

All information regarding maintenance and inspection is kept on the electronic "Every" system and is updated by the Premises Manager with an overview by the Business Manager.

23. Monitoring the Policy

- Monitoring of the policy and of accidents and incidents will be completed by the Head Teacher and H&S Coordinator.
- The Premises Manager will complete regular maintenance checks.
- Members of the Governing Body carry out termly H&S monitoring visits.

24. Personal Protective Equipment (PPE)

- Gloves, aprons and hygiene stations are provided in all the toilet areas and hygiene rooms.
- All staff are advised to use these when carrying out personal care tasks with the pupils.
- Alcohol gel is provided at Reception.
- Guidelines for infection control are provided to staff as part of their induction.
- Safety equipment is provided for specific activities such as helmets for bike riding etc.
- Risk assessments for new activities will identify if PPE is required.

25. Playground Safety

There is a full playground risk assessment on the shared drive

26. Reporting Defects

- Hazards should be reported via the link on every computer desktop unless it is an emergency, in which case it should be reported immediately to the H&S coordinator, Premises Manager or Head Teacher.
- If interim measures are deemed appropriate they will be actioned and the Premises Manager will arrange for the remedial repairs.

27. Risk Assessments

- Risk assessments are conducted jointly by the SLT and an appropriate range of staff across the school.

- Individual moving and handling and positive behaviour support plans are completed as required
- The School Business Manager undertakes risk assessments for staff who are pregnant or who have specific health problems
- Risk assessments are reviewed on an ongoing or a minimum of annual basis
- Stress Risk Assessments are conducted a member of the SLT for staff as required

28. School Trips/ Off-Site Activities

- All staff are aware of the need to risk assess all off-site activities occurring during the school day and complete the Educational Visits Process conforming to the Educational Visits Policy. All staff are aware they are responsible for reading these risk assessments.
- Once completed- preferably through Evolve or manually if not- these are approved by a member of SLT then given to the Educational Visits Co-ordinator for filing.
- Teachers or Senior Teaching Assistants complete the EVOLVE process for every off site activity.
- Hazardous activities or overnight activities include dynamic and detailed written risk assessments. These are approved by the Educational Visits Co-ordinator, the Headteacher, Governors and the county Health and Safety Officer.
- Guidelines are set out in 'Guidelines for Educational Visits and Outdoor Educational Activities 2004'. This information can also be found in the Educational Visits Policy.
- Early Years trips are always accompanied by a paediatric first aider.
- If no easy access to first aid on trip site, then first aid packs are signed out to take. Each class has its own kit they take with them on every visit.
- There is induction training on the Educational Visits process so every member of staff understands their responsibility on visits and what to do in an emergency.
- Operation Duke – staff refresher training and part of induction training
- Consent always obtained for off site activities/trips
- The School's EVC's are Kirsty Hodge and Cathryn Hopkinson. Clare Walker oversees and is responsible for the final signing off of all off site visits.

29. School Transport

- Anyone who drives a school minibus is required to have passed a driving assessment conducted by an outside agency.

- Re-tests are conducted every 3 years and driving licences are checked annually.
- The driver must complete all relevant checks and ensure that all passengers are secure in their seats before commencing any journey
- Booster seats are provided for children under 135cm (excluding those 12 years or over).
- If a driver is involved in a minor accident/incidents (knocks or scrapes), these are to be reported to Health and Safety Co-ordinator.
- Three or more minor driving incidents in the space of 2 years will require the driver to re-take their driving test.
- Any major accidents must be reported to the Health and Safety Co-ordinator immediately and will be investigated. These may result in the removal of their school's driving licence.
- Staff may not drive school vehicles if there are 6 or more points on their licence

30. Site security and visitors

All visitors to be made aware of the school's fire arrangements in the event of a fire, and made aware of the school's emergency procedures, including evacuation points. All visitors to the school are required to report, in the first instance, to the school office and sign in via the electronic system. Visitors from outside agencies are requested to show their identity badges and are always required to wear them whilst on school premises.

31. Smoking

- Portesbery School is a non smoking site and staff are asked to ensure that smoking does not occur in front of pupils, including e-cigarettes. This is made clear during the staff induction.

32. Staff Consultation

- The Resources committee encompasses the role of H&S overview in the school. The terms of reference are reviewed annually.
- Staff can raise any issues either via the "Every" electronic system or during one of the Governors termly H&S learning walks.

33. Staff Health & Safety Training and Development

- All new staff receive H&S and Fire induction training
- Staff are not allowed to be involved in Manual Handling or Physical Interventions until they have received the appropriate additional training.

- All staff who have H&S responsibilities have regular training to carry out their roles.
- All SLT and other key staff members have recently undertaken Fire Marshall training
- Work station risk assessments are carried out for desk based staff and are reviewed as required.

34. Staff Well-being / Stress

Portesbery School has signed up to the DfE Education Staff Charter and has devised an action plan to ensure the Wellbeing of all Staff including:-

- A Staff wellbeing policy is in place providing advice and how to access support
- A workload reduction programme of review and revision is in place
- Several members of SLT staff have undertaken training to be Mental Health First Aiders
- The SLT operate an open door policy for staff to be able to talk about issues/concerns/stress.
- Stress risk assessments are conducted as required
- Staff wellbeing is also addressed in regular absence management review meetings
- OH referrals are made as necessary
- Stress is covered in Induction training for new staff and the school actively works to demonstrate that the staff are highly valued.
- The school buys into the Employee Assistance Programme and staff are encouraged to access it if needed

35. Supervision

- All students receive appropriate supervision for their level of need
- Students RA for independent work both inside and outside of school
- RAs for all activities are undertaken beforehand include ratios

36. Swimming / Hydrotherapy Pool Operating Procedures

There are three relevant documents on the shared drive

- Hydrotherapy policy and procedures document
- Hydrotherapy Pool Risk Assessment
- Hydrotherapy operation procedures

37. Vehicles on Site

- Clear guidelines are given for use of school vehicles in the induction process.
- Times are limited for parking at the front of the school to prevent disruption at the beginning and end of day.

- Arrangements are in place for transport procedures at the beginning and end of the day for drop-off and pick-up
- All new parents and transport providers are informed of procedures
- Deliveries are managed in accordance with all the above.

38. Violence to Staff / School Security

- Staff receive training in positive physical interventions and keeping themselves safe.
- Levels of staffing mean that staff are rarely left on their own in vulnerable situations.
- If there is a known situation where a member of staff is vulnerable for a particular reason, an individual risk assessment is put in place.
- All classrooms have assistance buttons situated in them and a member of SLT will respond to these requests.
- Verbal or physical violence towards staff by a member or the public will be reported

39. Water management and Legionella

- To comply with legislation surrounding water management as detailed in the COSHH Regulations and Approved Code of Practice L8, a water risk assessment is undertaken by an external specialist periodically, and when significant changes have occurred to the water system and/or building footprint. The external specialist is responsible for ensuring that the identified operational controls are conducted and recorded. The risks from legionella are mitigated by the following control measures e.g., monthly temperature checks, weekly flushing of outlets and emergency eye washes, cleaning and descaling of shower heads and taps etc.

40. Working at Height

- Work at height **should be avoided wherever indicated** by the risk assessment and wherever a suitable alternative course of action is available. Work at height should never be carried out alone and should always be supervised. Training should be provided for staff using steps and ladders and other work at height duties, as required, rules on using access equipment, arrangements for inspecting and recording checks on access equipment, restrictions on use by pupils, contractors etc. All other staff have working at height instruction during induction training. If considerable working at height is required, specially trained contractors are used
- All equipment for this use has at least an annual check
- **Work Experience** - & Volunteer Policy in place