

# HEALTH & SAFETY POLICY

## Moon Hall School, Reigate

Governor responsibility	Premises Committee
Officer Lead	Bursar: Arnold Flanagan
Status & review cycle	Statutory Annual
Policy details (date & version)	May 2019 (version iv)
Next review date	April 2020

## **RESPONSIBILITIES, ARRANGEMENTS, POWERS AND PROCEDURES**

**This policy applies to the whole school.** It is inclusive of activities outside of the normal school hours. It applies to all staff (teaching and support staff), the board of governors, pupils, contractors and volunteers working in the school.

**Availability:** The Policy is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office. All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours including activities away from school. All new employees and volunteers are required to state that they have read and understood this policy and its procedural documents and confirm this by signing the Policies Register.

**Legal Status** - being prepared with regard to the:

- Regulatory Requirements, Part 3 Welfare, Health and Safety of pupils and Part 5 Premises of and Accommodation at Schools of The Education (Independent School Standards)(England)(Amendment) Regulations currently in force.
- Health and Safety at Work etc Act 1974, associated regulations and relevant supporting documents including: The Management of Health and Safety at Work Regulations 1999 (as amended), and The Regulatory Reform (Fire Safety) Order 2005.
- Equality Act 2010, Special Educational Needs and Disability Code of Practice: to 25 years (DfE: Jan.2015)
- Health and Safety: Department of Education (DfE) Advice on legal duties and powers for local authorities, Head Teacher, staff and governing bodies (DfE February 2014)
- (Independent School Standards) Regulations 2014
- Working Together to Safeguard Children (March 2015.)
- Management of health & safety at work regulations 1999
- Adventure activities licensing regulations 2004
- Managing asbestos in your school 2015
- DfE guidance – Driving school minibuses Sept 2013
- Counter terrorism & security 2015 (Prevent Duty)
- KCSIE Sept 2018 including annex A

The School has regard to Government recommended guidance and advice from the Outdoor Education Advisers' Panel (OEAP) on school trips and offsite activities

- Accidents and ill health at work are reported in accordance with the *Reporting of Injuries, Diseases and Dangerous Occurrences* (RIDDOR) legislation (2013) [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) Tel: **0345 300 9923**
- Health and Safety: Advice on legal duties and powers (DfE: 2014)  
<http://www.hse.gov.uk/services/education/sensible-leadership/index.htm>

## 1. Introduction

1.1. The overall and final responsibility for Health and Safety is that of the Governors. The day-to-day responsibility for ensuring this and other health and safety related matters are put into practice is designated to the Bursar. The reporting lines for health and safety may on occasions differ in some ways from those reporting lines that are applicable for any other issues and concerns, an example of which are the Safeguarding - Child Protection policy and procedures. The Bursar is also responsible for ensuring that the *Health and Safety Law Poster* that summarises our responsibilities are kept up to date and posted in the staff room.

### **The main elements include:**

**Plan** – an approach that sets objectives and measures those objectives on a regular basis.

**Do** – management systems and practices to ensure that risks are dealt with sensibly, responsibly and proportionately.

**Check** – monitoring and reporting arrangements and risk assessments.

**Act** – an annual Health and Safety audit that includes whether we are effectively managing risk and protecting people.

1.2. The establishment of an effective health and safety management system within the school will achieve this Policy. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. The effectiveness of the system will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in this document are carrying out their duties. The policy will be subject to regular review by the Bursar, supported by the HSC, with updates as required.

## 2. General Statement of Health and Safety Policy

The aim of the Governors is to provide a safe and healthy working and learning environment for staff, pupils and visitors. We believe that the prevention of accidents, injury or loss is essential to the effective operation of the school and is part of the education of its pupils.

The Governors note the provisions of the Health and Safety at Work etc. Act 1974 and in particular the duty of every 'employer' to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons who are and also persons who are not in their employment, but who may be affected by it, are not exposed to unacceptable risks to their health and safety. The Governors accept that we have a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others.

The arrangements outlined in this policy statement and the various other safety provisions made by the Governors cannot in themselves prevent accidents or ensure safe and healthy working conditions.

This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Governors will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or while taking part in school sponsored activities.

It is the Governors' policy to encourage employees, pupils, parents, volunteers and contractors to adopt a positive safety culture in all their activities and to ensure, as far as is reasonably practicable, to minimise any adverse impact on the environment.

The Health and Safety Executive (HSE) enforces health and safety law relating to the activities of independent schools. However, in some circumstances, for example where an employee failed to take notice of the Governors' policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.

### **3. Responsibilities, Arrangements, Powers and Procedures**

#### **3.1. Management for Monitoring Health and Safety**

The Health and Safety at Work Act of 1974 places responsibilities on all our staff. The Bursar is designated to carry out the management of Health and Safety on a regular basis in conjunction with the Head Teacher and the Premises Manager. Matters arising regarding Health and Safety should be reported immediately to the Bursar with a follow up, in writing, via the Health and Safety Log on the Staff Share to the health and safety committee (HSC). The HSC meets at least termly and includes the Head Teacher, the Premises Manager, the Bursar, and Terms of Reference are in place to make clear how the HSC will operate. Consultation arrangements with employees are in place to ensure the maintenance of health and safety standards.

#### **3.2. Employer Duties**

The Governors are responsible for monitoring compliance with statutory requirements. Health & Safety compliance is dealt with by the Premises sub-committee. The Governors, in consultation with the Head Teacher, have a duty to:

- o Identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, pupils and others, while providing a healthy and safe environment for children to enjoy learning;
- o Make themselves familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of the school, in particular the Management of Health and Safety and Work Regulations;
- o Ensure that all our staff have been carefully selected to meet our requirements for the health, safety and security of the children in our care, including compliance with the Safeguarding Children Board locally agreed inter-agency procedures;
- o Comply with Safer Recruitment in Education guidance and HM Government Guidance "Working Together to Safeguard Children" 2015, including any further amendments as they are published, along with the Regulatory Requirements 2010 Part 3(3)(7) of the

- Education (independent School Standards) (England) Regulations 2014;
- o Identify, assess and control the risks to health and safety arising from our work activities and equipment and through the use of materials and substances we work with including their safe handling and storage;
  - o Ensure that all staff and parents are made aware of any risks identified and of the systems and procedures we put in place to deal with these risks;
  - o Take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.
  - o Provide employees with information, instruction, safe working practices, supervision and training to ensure they are competent to carry out their tasks;
  - o Minimise cases of injury and work related ill health and to investigate accidents and incidents that might have resulted in harm to employees;
  - o Seek support from and consult with employees on matters concerning their health and safety;
  - o Provide safe equipment, safe play areas, safe access and egress and maintain them in good order;
  - o Have a clear understanding on actions to take in the event of any emergencies;
  - o Train all our staff in the particular health and safety issues that affect children;
  - o Provide arrangements that recognise our responsibilities to visitors, contractors and the public who may be affected by our activities;
  - o Ensure that activities undertaken by the school both on and away from school site are risk assessed and safely managed;
  - o Monitor and review this Policy and the various systems procedures;
  - o Adopt and maintain an effective policy, organisation and arrangements for the provision of health and safety throughout the school; and
  - o Comply with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*.

The Policy is achieved by the establishment of an effective health and safety management system within the school. This involves the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. Where the Governors delegate responsibility for carrying out a particular health and safety function to an employee, they must ensure that the person is aware of the duty, knows how he/she is expected to perform it, and is provided with any necessary information, instruction, training and supervision and resources (including time). In addition suitable measures for monitoring performance standards must be put in place.

Governors are directly responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health. Employees, visitors and contractors are reminded that it is their duty to look after their own health and safety, to ensure that they do nothing to endanger anyone else, and to co-operate with the School in all matters of Health and Safety. The Head Teacher undertakes, on behalf of the Governors, to copy this policy to all employees and contractors and to ensure that it is prominently displayed in the workplace.

### 3.3. Duties of the Head Teacher

Our School ensures arrangements are made to safeguard and promote the welfare of pupils at the school and implement any guidance issued by the Secretary of State. The Head Teacher takes into consideration:

- o Safeguarding arrangements including Prevent Duty, safe recruitment and recording procedures, effective arrangements for child protection and the training and development of staff so that children can be safe in school;
- o Procedures to eliminate bullying and promote a safe environment and the prevention and tackling of all forms of bullying and harassment, including cyber-bullying and prejudice-based bullying related to special educational need, sexual orientation, sex, race, religion and belief, gender reassignment or disability;
- o The systematic and consistent management of behaviour, including the use and recording of rewards and sanctions, including written policies to promote good behaviour;
- o The systematic and consistent management of procedures to reduce the risk of fire and comply with fire safety regulations
- o How effectively the arrangements for pupils' care in the event of sickness, accident or injury are implemented and how our pupils are supervised during school hours; the effectiveness of the school's monitoring and recording systems for pupils' attendance and punctuality
- o How well the school reviews admission arrangements and makes adjustments to ensure the accessibility of the school's premises and curriculum for all pupils;
- o The way we teach children how to understand and respond to risk, for example risks associated with extremism, new technology, substance misuse, knives and gangs, relationships (including sexual relationships), water, fire, roads and railways;

### 3.4. Bursar Duties

The Bursar is responsible to the Governors for the safe functioning of all School activities. He will:

- o Monitor the effectiveness of the procedures as regards both academic and non-academic work and report back to the Premises Sub-Committee as appropriate;
- o Recommend changes in the Health & Safety in the light of experience;
- o Ensure the co-operation of staff at all levels as regards working to this policy;
- o Be responsible for ensuring that all staff fully understand their responsibilities and are given both the time and the encouragement to pursue them;
- o Chair the Health & Safety Committee;
- o Take steps to ensure that any changes in the curriculum and also changes in systems of work on the non- teaching side are considered for their health and safety implications.
- o Be responsible for the safe operation of the Policy by all administrative and domestic staff;

### 3.5. Health & Safety Committee duties

The Health & Safety Committee will:

- o Examine safety audits, inspections and assessments;
- o Consider legislation, reports and information in order to determine necessary action;
- o Keep a watch on the effectiveness of rules, systems of work, training and communication;
- o Identify and prioritise safety issues;
- o Identify & monitor training requirements for employees;
- o Review safety records including accidents and incidents;
- o Agree changes in working practices, if required; and
- o Review the implications of any changes in Health and Safety Legislation.
- o Day to day responsibility for implementing and monitoring the Policy
- o Following completion of work associated with the COSHH Regulations, ensure that all staff take the necessary action in respect of any additional Assessments that might become necessary;

### 3.6. The Premises Manager (Health & Safety Officer) duties

- o Establish a system for the reporting back of all accidents, incidents, “near misses” and damage to School property and investigate serious, potential or actual incidents accordingly. The results of these investigations, as well as being dealt with by the Head Teacher, will be considered by the next meeting of the Health & Safety Committee;
- o Be responsible for liaising with outside bodies who may from time to time use the facilities of the School, and ensure that appropriate action is taken both to ensure these bodies have sufficient knowledge of the School procedures and that the School itself is appropriately indemnified.

### 3.7. Employee duties

The Health and Safety at Work etc Act 1974 states:

***‘It shall be the duty of every employee while at work:***

- o To take reasonable care for the health and safety of themselves and of any persons who may be affected by his acts or omissions at work, and
- o As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary

- to enable that duty or requirement to be performed or complied with.’ And;
- o ‘No Person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.’

In addition, teachers and other staff in schools have a common law duty to act, as any prudent parent would do when in charge of pupils.

All staff will make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work and also the particular area in which they work. They will, so far as is reasonably practicable:

- o Be familiar with this health and safety policy and all safety arrangements including those for fire, first aid and other emergencies as laid down by the Trustees;
- o Ensure that health and safety regulations, rules, routines and procedures are being applied effectively;
- o Carry out/be aware of hazard identification and risk assessments as appropriate for their area of work;
- o Take part in health and safety training as required;
- o Inform the Head Teacher if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.);
- o Only undertake any task for which they have been trained and are competent or confident of undertaking safely. If they are in any doubt they must seek further advice;
- o Take reasonable care of their own health and safety and that of any other persons (staff, pupils, visitors, etc.) who may be affected by their acts or omissions at work;
- o Observe standards of dress consistent with safety and/or hygiene;
- o Exercise good standards of housekeeping and cleanliness;
- o Know and apply the emergency procedures in respect of fire and first aid;
- o Co-operate fully, as a legal duty, with their employer on health and safety matters, including following safe systems of work and not interfering with or misusing anything provided for their health, safety or welfare;
- o Ensure that all tools, plant, machinery and equipment are adequately guarded, are in good and safe working order and are not used by unauthorised persons or in an improper manner;
- o Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with their written risk assessment;
- o Use the correct equipment and tools for the job and any protective equipment, protective clothing or safety devices that may be supplied;
- o Report any defects that they observe in the premises, plant, equipment and facilities and take



- action to ensure no one is put at risk;
- o Report all incidents, accidents and near misses immediately, whether injury is sustained or not, using the appropriate procedure, and recording these events in the Near Miss Log and/or on an Incident and Accident Report form;
- o Promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks;
- o Use and not wilfully misuse, neglect or interfere with things provided for his own safety and/or the safety of others;
- o Co-operate with other employees in promoting improved safety measures in their school to co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority;
- o Act as a prudent parent when in charge of pupils, as they have a duty to under common law;

Employees should follow any health and safety procedures put in place by their employer. However if they feel that the procedure is inappropriate (e.g. it is too bureaucratic) they should discuss this with their employer and request that it is reviewed. Usually the Head Teacher will work with the employer to ensure that the procedures at the school are proportionate, effective and appropriate.

*Working Together to Safeguard Children* (HM Gov: March 2015) helps to outline individual's responsibility in promoting the safety and welfare of all children. We also comply with *Keeping Children Safe in Education Statutory guidance for schools and colleges* (KCSIE) (DfE, 2016). Our school is vigilant and alert to triggers and situations that may put children at risk, and we must be proactive in taking action. Communicating with children effectively is crucial. To do this, we need to know their personalities and be sensitive to their specific needs.

**Safeguarding -:** If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the Head Teacher about their concerns. The Head Teacher is the school's Designated Safeguarding Lead (DSL) for all children. It is the Governors' policy for the school to comply with Surrey County Council's Child Protection Procedures. We require all adults and volunteers working in the school to comply with the Safer Recruitment Procedures in order to ensure that there is no evidence of offences involving children or abuse.

**Supervision of pupils:** In addition to this being built in to the day-to-day working practices at Moon Hall School, Reigate we also have risk assessments that clearly state the school's approach. We make professional judgments, taking into consideration the age of the pupils and activities in which they are engaged. All staff to pupil ratios is clearly displayed on all risk assessments regarding the necessary ratio for that area, activity or outing. Our policy on Supervision of Pupils contains more detail.

### **3.8. Responsibilities of pupils**

All pupils are expected, within their expertise and ability to:

- o Exercise personal responsibility for the safety of themselves and their fellow pupils
- o Observe standards of dress consistent with safety and/or hygiene, this would preclude unsuitable footwear, clothing and articles considered dangerous
- o Observe all the safety rules of Moon Hall School and in particular, the instructions of teaching staff in the event of an emergency
- o Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

## **4. Specific Areas of Risk**

### **4.1. Training of Staff in health and safety, including risk assessment**

We make arrangements, where appropriate, for the training of various persons to assist in carrying out the requirements of the School's Health and Safety Policy and Procedures. We provide staff with training in health and safety including how to carry out risk assessments as part of their on-going continuous professional development. We also use external trainers to support us in the training of our staff with regards to health and safety.

This includes both generic and specific training with reference to risk assessment, first aid (including paediatric first aid), fire safety, educational visits, curriculum specific activities and COSHH.

Staff training is a set agenda item for the health and safety committee.

### **4.2. Consultation arrangements with employees**

There is a Health and Safety sub-committee with terms of reference. Membership includes staff representatives. Consultation arrangements with employees are also in place to ensure the maintenance of Health and Safety standards.

### **4.3. Recording and Reporting accidents to staff, pupils and visitors (including those reportable under RIDDOR)**

The HSO ensures that Moon Hall School Reigate complies with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)* under which the School is required to report to the Health and Safety Executive (telephone: 0345 300 9923):

- o Deaths, major injuries, more than seven day injuries;
- o An accident causing injury to pupils, members of the public or other people not at work where they are taken to hospital and is out of or in connection with work;
- o A specified dangerous occurrence.

**Accidents should be reported to the Health & Safety Officer including the following information:**

- o Person's details
- o Details of person completing the report (if different)
- o Details of the accident: where, when, how it happened
- o Any injuries sustained
- o When reported to parents (if involving a pupil).

The Bursar shall be responsible for analysing these forms and producing a termly report for the Health & Safety Committee.

Accident reports shall be kept for at least 3 years, or in the case of major incidents, for 10 years from the pupil's 18<sup>th</sup> birthday.

The Premises Manager (HSO) will maintain a record of pupils treated in the Medical Room, showing the date, name, year group, nature of injury and treatment received.

**4.4. Policy and procedures for off-site visits, including residential visits and any school-led adventure activities**

Organisers of visits/extra- curricular activities have a general common-law duty to act as a reasonable parent would in looking after pupils in their care in the particular circumstances of the visit/activity. They also have a responsibility to the Governors for maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on School premises and when they are engaged on authorised School activities elsewhere. School policy must be followed for any such visit. The appropriate trip proposal, risk assessment and documentation must be completed as indicated in our Off Site Visits Policy

**With reference to our off-site activities we always ensure:**

- o Adequate staffing ratios at all times.
- o That adults accompanying residential trips have an enhanced DBS certificate.
- o That parents are always informed of all forthcoming plans for school-led adventure activities on our premises.
- o That parents sign consent forms whenever we plan to take the pupils away from the premises, no matter where.
- o That our staff have access to all the equipment needed when we go on outings and that they use a checklist each time to ensure nothing is forgotten.
- o That all staff undertaking school trips make the appropriate risk assessment prior to the visit.
- o That we have means of communication with parents during outings and a list of appropriate telephone numbers for contacting the right people whenever required.
- o That we only use approved and licensed contractors that operate vehicles that conform to all the safety standards.

- o That any drivers of vehicles that are required to transport the pupils on any outings are competent and trustworthy and that the vehicles are properly equipped with safety seatbelts.

#### **4.5. Adventure Activities using licensed providers**

When planning an offsite adventure activity, we check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004. These regulations apply to adventure activities that take place in England, Scotland and Wales.

All organisers and other staff involved with visits/extra-curricular activities should be aware of the contents of the following publications, which should be complied with as far as is reasonably practicable:

#### **4.6. Dealing with Health and Safety Emergencies: Procedures and Contacts**

The procedures for Fire and Emergency evacuation are displayed in every classroom and in prominent positions around Moon Hall School Reigate. These procedures are updated on a regular basis by the HSO and dated to indicate the latest update. The logbook for recording and evaluation of practice and evacuation drills will be held securely in the School Office. The Head Teacher has overall responsibility for implementing the evacuation procedure if an emergency were to occur. Arrangements are in place in the absence of the Head Teacher that are specified in the daily routines. A separate Lockdown Policy has been produced.

#### **4.7. First Aid, Medication and supporting Medical Needs**

Please refer to the school's separate First Aid Policy. Moon Hall School Reigate has in place:

- o Practical arrangements at the point of need;
- o The names of those qualified in first aid and the requirement for updated training every three years;
- o Having at least one qualified 'First Aider' person on site when pupils are present;
- o Showing how accidents are to be recorded and parents informed;
- o Access to first aid kits;
- o Arrangements for pupils with particular medical conditions (for example, asthma, epilepsy, diabetes);
- o Hygiene procedures and Body Fluid kits for dealing with spillage of body fluids and
- o Guidance on when to call an ambulance;

The Premises Manager (HSO) is responsible for organising training and maintaining a record of those staff who have received training and the details & expiry dates of their qualifications. A list of these personnel is contained in the first aid policy. 'Basic first aid' training is given to all staff by a recognised training organisation (eg St Johns)

The Premises Manager has determined the appropriate locations and specifications of First Aid Boxes and these are listed in the First Aid policy.

The Premises Manager will be responsible for ensuring that First Aid Boxes continue to meet laid down statutory requirements, and for checking Boxes against a stock list each term and restocking as necessary.

The arrangements for first-aid provision will be adequate to cope with all foreseeable incidents.

The number of designated first-aiders will not, at any time, be less than the number required by law. This is determined by risk assessment (Local Authority guidance).

Designated staff will be given such training in first-aid techniques as is required to give them an appropriate level of competence.

Notices will be displayed in prominent locations throughout the establishment identifying how to summon first aid in an emergency, who the first aiders are and their contact and location details. All first aid-signs and containers must be identified by a white cross on a green background.

A written record will be kept of all first aid administered either on the school premises or as a part of a school related activity.

#### **4.8. Occupational Health Services and Managing Work-Related Stress**

As a good employer we take our duties and responsibilities with regard to the welfare of both staff and pupils very seriously. The school has access to occupational health services including specialist medical services if so required and has the appropriate policies and procedures and working practices in place.

Our pupils are also vulnerable to stress and as well as care provided within school we also arrange access to specialist counselling services when required.

#### **4.9. Workplace safety for staff, pupils and visitors**

All personnel within the School have a responsibility to ensure the adherence to Health and Safety policies and procedures. Staff have a responsibility to monitor the adherence to such policies and procedures to take action as required on safety issues in a timely manner. Everyone in the School should take reasonable care for their own health and safety and avoid placing other people at risk and not to misuse items that have been provided in the interest of their health and safety. It is paramount that staff takes every step possible to ensure the health and safety of pupils.

#### **4.10. School Security**

While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here. The entrances to the school are clearly indicated with signage authorising only those with business at the school to enter.

- Once on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of their visit and who has invited them (if appropriate). They should be ready to produce formal identification upon request (see below).
- Visitors who are simply calling at reception (eg couriers, delivery drivers, parents dropping off children etc) do not need to sign in but must not be allowed to go beyond this point.
- All visitors will be asked to sign the Visitors' Record Book which is kept in reception at all times making note of their name, organisation, who they are visiting and car registration.
- All visitors will be required to wear an identification badge. The badge must remain visible throughout their visit.
- Visitors will then be escorted to their point of contact or their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List.
- Staff must report to the school office immediately any visitor who is not identified with a school badge. If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Head Teacher immediately. The Head Teacher or Deputy will direct any intruder that they must leave the school site straight away. If this does not occur the Head Teacher will contact the police immediately.

#### **Approved Visitor List**

The School will hold an Approved Visitor List for visitors who frequently visit the school site to undertake work within the school (including governors, parent helpers/PTA, contractors and supply staff). Depending on their status (ie whether they are taking part in regulated activity or not and whether supervised), the appropriate checks will be carried out as set out in Keeping Children Safe in Education (KCSIE) September 2018.

Visitors on the Approved List **MUST** enter the premises via Reception and sign the visitors' book. A copy of the approved visitor list will be kept behind reception at all times. They must wear an ID badge at all times.

#### **Other Visitors to the School**

**Parents and potential parents** are required to report to reception and, unless they are simply speaking to the receptionist, must sign in, be issued with a guidance leaflet re safeguarding and

emergency evacuation. Potential Parents must be asked to show a form of ID. They are then supervised whilst on the premises.

**Any Other Visitors** must report to reception and sign in. They must bring in a form of identity and must be supervised at all times whilst on the premises.

Behaviour of any person (including a parent) on the school premises: Our School's positive behaviour management including, discipline, sanctions and exclusion policy refers to the behaviour expected of parents on the premises and the procedures that will happen when the school wishes to restrict a parent's access to school premises because a person is causing a nuisance or disturbance. A parent who has been banned from entering school premises is trespassing if he or she does so without permission. Any violent behaviour will be reported to the police. Staff behaviour is outlined in our Staff Code of Conduct.

#### **4.11. Violence towards Staff**

If there are any concerns about the behaviours of visitors they are required to leave the premises. With reference to pupils, there is a well-established behaviour management policy and procedure including the use of reasonable force and physical restraint. All adults, including staff, parents and visitors, are expected to behave in a manner which is in line with and supportive of our school ethos.

#### **4.12. Manual Handling**

It is recognised that Manual Handling Operations have contributed significantly to National Accident Statistics. Sprain and strain injuries, particularly to the back, have been most common. It is the School's intention to do all that is reasonably practicable to avoid these consequences on the premises in accordance with the above Regulations. These require that:

- o Work is to be planned to avoid all unnecessary manual handling which involves a risk of injury.
- o Any unavoidable manual handling operations that might be potentially hazardous are to be assessed with a view to reducing risk.
- o All reasonably practicable precautions will then be taken to reduce risk. These might include the use of mechanical assistance, assistance from colleagues, improvement or changes in the nature of the task.

**General Assessment** - in general, work at the school does not involve repetitive manual handling tasks, which lend themselves to detailed analysis and assessment. However, from time to time employees will inevitably encounter manual handling tasks and they must bear in mind the School's policy:

- o Employees are expected always to work well within their own individual capabilities and to make full and proper use of any system of work or mechanical assistance introduced to reduce the risk of injury.
- o Employees are expected to exercise common sense and judgment. If a particular manual-handling task seems likely to approach the limit of their own capabilities, then mechanical

assistance or the assistance of colleagues is to be used.

- o In any cases of doubt, employees must contact their immediate supervisors for advice.
- o While the Governors will ensure that all reasonable practicable steps are taken to reduce risk in manual handling operations, employees are asked for their cooperation. In particular, employees are asked to bring to the attention of HSO any manual handling tasks that might be eliminated, simplified or improved.
- o The Bursar will arrange for investigation of any incidents reported to him, which involve, or could foreseeably involve injury due to manual handling. This is with a view to undertaking measures, so far as is reasonably practicable, to reduce risks. Employees' cooperation in these investigations and their assistance in determining suitable measures are considered to be of vital importance.

#### **4.13. Slips, Trips & Topples**

Risk assessments of all areas will identify any areas presenting a risk of slips, trips or topples. Steps will be taken to eliminate any foreseeable risk of injuries caused by a slip, trip or topple.

Regular Health & Safety walks will identify any potential risks that may arise.

All injuries, accidents, and dangerous occurrences will be recorded. Records are stored for at least three years or if the person injured is a minor until they are eighteen years of age.

#### **4.14. On-site vehicle movements**

Risk assessments are carried out covering the movement of vehicles on school premises. These will cover drop off and collection of children, School minibus boarding and embarkation, parking and children having to cross or enter areas with vehicle movements during the course of the school day. Attention will be paid to the use of electric/hybrid vehicles that may not be as audible as other vehicles.

Where it is unavoidable for pedestrians and vehicles to mix, clear procedures will be put in place to ensure that this is done as safely as possible and may involve the use of clear signage and instructions to vehicle users and pedestrians.

#### **4.15. Management of Asbestos**

The School has a duty to manage Asbestos containing materials (ACM's). This is carried out by the Premises Manager and is to secure compliance to The Control of Asbestos at Work Regulations 2002 & DfE Advice Paper Managing Asbestos in Your School 2015.



An Asbestos survey has been undertaken with locations of ACMs noted and recommendations implemented.

Information on the location and condition of materials is provided to anyone likely to come into contact with them.

The school complies with the regulatory requirements for the management of asbestos

#### **4.16. Control of Substances Hazardous to Health**

The School will take all necessary steps to comply with COSHH Regulations and advice given by Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS).

It is recognised that substances to which the Regulations relate will be used in the teaching of science, technology and art, in offices, maintenance, kitchens and domestic cleaning and by the grounds staff. The Premises Manager will establish a folder in which will be listed the data sheets for each substance, together with a written Assessment, where necessary, of the exposure of all persons who may use or be exposed to these substances. The folders will be located in the school office.

The School will provide sufficient information to these persons so that they understand the principles of the Regulations and the precautions that need to be taken.

The School will undertake the appropriate statutory examinations of all engineering controls that are required by the Regulations.

The school will ensure that all such substances are stored in an appropriate manner according to their assessment.

The COSHH Guidance Note sets out a system whereby the Premises Manager will be made aware of any change in purchase policy so that new substances may be effectively monitored.

#### **4.17. Working at Height**

The school recognises that falls from height are the most common cause of fatal accidents in the workplace. The Working at Heights Regulations 2005 is in place to prevent these deaths and injuries and apply to any work where a person could be hurt by falling from heights. A simple hierarchy for managing and selecting equipment for work at height is:

- o Avoid work at height where possible.
- o Use work equipment or other measures to prevent falls where work at height cannot be avoided.

- o Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimize the distance and consequences of a fall should one occur.

Staff are to carry out pre-use checks on access equipment before use and report any faulty equipment to the Premises Manager.

**The Premises Manager is to ensure that:**

- o All work at height is properly planned and organized.
- o Those involved in work at height are trained and competent.
- o The place where work is done is safe.
- o Equipment for working at height is appropriately inspected and maintained.
- o The risks from fragile surfaces and falling objects are properly controlled.
- o All work at height takes account of weather conditions that could endanger health and safety.

#### **4.18. Selecting and Managing Contractors**

The Premises Manager will seek to ensure that contractors conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times. Our Safeguarding Policy will be followed for those contractors involved in regulated and non-regulated activities.

All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with this Act. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Governors will take such actions as are necessary to prevent persons in their care from a risk or injury. The Governors will draw the attention of all users of the premises (including hirers and contractors) to Section 8 of the Health and Safety at Work etc Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

**The procedures for the selection, appointment and monitoring of contractors working within the school premises require them to take into account:**

The Construction (Design and Management) Regulations 2015 – Assessment of Competence and Provision for Health and Safety along with building Contracts undertaken on Educational Premises (from the Education Service Advisory Committee)

#### **4.19. Arrangements for the Maintenance, Safety and Security of Plant & Equipment**

The following arrangements are specifically put in place to look after all the equipment we have on our premises and any equipment that we may wish to hire or purchase.

**This includes:**

- o Electrical equipment and installations are checked by competent persons or organisations.
- o Playground equipment conforms to British Standards for safety and allows sufficient space in between for safe movement and access.
- o External play areas of our premises where children might fall from a height are constructed of impact-resistant materials that conform to the relevant standards.
- o Internal play equipment is assessed for safety and suitability prior to use. Only CE-marked equipment (or equipment certified for conformity) is used.
- o Regular visual checks are made on the integrity and safety of all play equipment used externally. Suspect equipment is taken out of service until repaired.
- o Formal inspections of all external play equipment are carried out on an annual basis by a competent person or organisation.

#### **4.20. Fire Safety**

In Accordance with the 'Fire Safety Order' (2005) Moon Hall School Reigate has undertaken a fire risk assessment with Fire Risk U.K. (formally recorded and regularly reviewed so as to keep it up to date) and our Governors comply with the additional duties to:

- o Produce a fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances;
- o Develop fire procedures and provide staff training (repeated periodically where appropriate);
- o Ensure the safety of staff or anyone else legally on the premises;
- o Carry out fire drills and contact emergency services when necessary;
- o Appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including firefighting and evacuation);
- o Have a suitable system for the maintenance & regular testing of: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers (with the maintenance being by a 'competent person' (such as, ISO 9001 certified or BAFE approved); and
- o Provide staff and any others working on the school site with fire safety information also requiring staff to take reasonable care.
- o Any recommendations or requirements from the Fire services or fire training services will be

followed and implemented by all staff.

- o Any member of staff who breaches fire safety regulations, fire safety policies and fire risk assessments will face disciplinary action

#### **4.21. E-safety and emerging technologies**

Please refer to our E-Safety Policy including Prevent Duty. We use only a filtered service, selected links and child-friendly search engines. Staff use Child Exploitation and Online Protection (CEOP) teaching materials and advice from [saferinternet.org.uk](http://saferinternet.org.uk). Parents are asked to sign authorisation for their child to use the Internet. We seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications. We ensure that appropriate filters and monitoring systems are in place to safeguard children from potentially harmful and inappropriate material online.

#### **4.22. Arrangements for the Comfort of Children and Staff**

- o Safe, adjustable heating systems keep the premises warm.
- o Our windows are safe, lockable and allow sufficient light through.
- o Our doors have safe vision panels fitted so that children can be seen before opening.
- o Our floors are designed to minimise slips and trips and are regularly checked to ensure they are free from obstacles along walkways and are not damaged.
- o Our hot water supply is maintained at a temperature to prevent accidental scalding.
- o We have a separate lockable room as well as lockable cabinets for the storage of any potentially harmful items.
- o We have sufficient ventilation and air circulation systems.
- o Fresh drinking water is available at all times. All accessible water supplies are safe to drink and labelled as drinking water.

Appropriate Risk Assessments are carried out and we refer to the relevant policies including: Use of Portable Heaters, Catering & COSHH,

#### **4.23. Arrangements for Hygiene**

The following arrangements are specifically put in place to minimise the likelihood of any staff or pupils picking up undesirable diseases, ailments or other health problems. We teach our pupils about the importance of hygiene and keeping their hands clean. We have a daily cleaning schedule to cover all areas accessible by pupils. Only safety-approved cleaning materials are used.

Our toilet facilities have a particularly high standard of hygiene arrangements in the way they are

cleaned on a daily basis and in the facilities provided for washing and drying.

Sanitary disposal units are placed in girls' and staff toilets.

We provide all protective clothing and equipment as necessary when dealing with any issues of hygiene or cross-contamination, including suitable disposal facilities where appropriate.

All food and drink kept on the premises is stored safely and appropriately. Our refrigerators are kept clean and at a temperature recommended for safe storage. Temperatures are checked on a daily basis.

All pets and animals are strictly forbidden inside the premises without prior consent from the Head Teacher. Family pets, dogs, for example, must remain with their owner outside the school gates at all times and under full control by means of a suitable lead or restraint.

#### **4.24. Risk Assessment**

Health and safety law often refers to risk assessment and risk management. These are the terms used to describe the process of thinking about the risks of any activity and taking steps to counter them.

The Premises Manager (HSO) will ensure that regular written risk assessments are undertaken of premises, methods of work and all school sponsored activities. These must be reviewed following changes in circumstances or personnel and at least annually.

Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures.

The results of all risk assessments will be reported to the Governors who will prioritise issues and assign resources to undertake remedial/control measures where required.

#### **4.25. The Curriculum**

We teach the pupils about health and safety, including E-Safety (see our policy on SE-Safety) in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Although the emphasis is within Personal, Social, Health, and Economic Education (PSHEE) along with Citizenship, our approach is cross-curricular; Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Each class has the opportunity to discuss problems or issues of concern with their teacher, who also use Reflection time to help children discuss and overcome any fears and worries that they may have.

#### **4.26. Transport**

Mini-buses are operated in accordance with the restricted *Passenger Carrying Vehicle* (PCV) Operators' licence. Drivers who undertake the before & after school runs must hold a category D licence or a PCV licence category D1. Staff who drive the vehicles for school trips & matches etc are exempted under the PCV rules. Our Use of Vehicles Guidance Note applies.

**Drivers:** Those authorised to drive any pupils in the party should:

- o Be at least of the minimum age required by the local authority and its outdoor education adviser in relation to each vehicle (and under 71);
- o Have a minimum of two years' driving experience;
- o Have acquired some experience in handling the size or type of vehicle that will be used and is MIDAS trained;
- o Hold a current driving licence valid in the country of use and never have been disqualified.

**Each driver must be personally satisfied that the:**

- o Driver is covered by insurance in respect of liability to passengers and others;
- o Driver has made all necessary disclosures of material facts to the insurers, for example any particular problems relating to health and the driver carries evidence of insurance.
- o Vehicle is roadworthy;
- o Driver has not consumed alcoholic liquor within twelve hours before or while in charge of the vehicle

#### **4.27. Theft or other criminal acts**

The Head Teacher will investigate any incidents of theft involving pupils. If there are serious incidents of theft from the school site, the Head Teacher will inform the police and record the incident in the incident book

#### **4.28. Non-Smoking:**

Our school, in compliance with the law, is a non-smoking establishment. We do not allow smoking (including the use of E cigarettes) on the school premises, as we do not want to present smoking as acceptable. Nor do we wish to present adult smokers as role models. Any member of staff wishing to smoke must leave the school site, out of view from the children, in their own time and not in the employer's time. Should we find any member of staff smoking at school, we would consider this a serious breach of the terms of employment. We strongly discourage our children from smoking. We aim to help children know and understand the dangers of smoking and the harmful effects that smoking can have on their bodies. We provide children with the knowledge and information necessary for them to make responsible choices in relation to smoking. We equip children with the social skills that help them to resist the pressure to smoke, either from their peer group, or from society in general.

#### **4.29. Restraint**

All members of staff are aware of the regulations regarding *The Use of Force to Control or Restrain Children* as set out in Education Act 1996. They also act within our Staff Code of Conduct. Teachers in our school do not hit, push or slap children. Staff only intervene physically to restrain children to prevent them injuring themselves or others, damaging property or committing a criminal offence. Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are brought to the attention of the Head Teacher and recorded in the child's personal file. The child's parents are informed on the same day. Records are kept of when force is used and parents are informed. Guidance is given to all 'members of staff' (as defined above) on the circumstances in which 'physical intervention' is allowable.

#### **The following school Policies are referenced in this policy:**

- Safeguarding & Prevent duty,
- Staff code of conduct,
- Supervision of Pupils Policy,
- COSHH Guidance Note,
- First Aid Policy,
- Fire policy,
- Risk assessment policy,
- Off site visits policy,
- Lockdown policy,
- Pupil behaviour management policy
- Use of Vehicles Guidance Note
- E Safety Policy