



Ash Manor School

Health and Safety Policy

Governors' Committee Responsible:	Resources
Nominated Lead Member of Staff:	School Business Manager
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Part 1: Statement of General Policy on Health, Safety and Welfare

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

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

PART 1: STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE

1. The Governing body and Headteacher recognise and accept their responsibilities to provide and maintain a safe and healthy environment, ensuring the welfare of all employees, students, and visitors.
2. Require all managers in the school community to act in accordance with the school's health and safety policy and procedures and require the same of persons that they supervise and take responsibility for.
3. The Governing body and Headteacher will provide as necessary, sufficient policy, procedures, arrangements, and supervision, to ensure compliance with all relevant health and safety legislation, and will so far as is reasonably practicable ensure:
 - The maintenance of safe plant and safe methods of work without risks to health.
 - The safe use, handling, storage and transport of articles and substances
 - Effective information, instruction, training, and supervision to keep all staff, pupils, and visitors safe is readily available.
 - The premises for which they are responsible for have safe access and egress for all staff, pupils, and visitors
 - Adequate facilities and arrangements for welfare are provided
 - A positive health and safety culture is promoted, through communication and consultation with employees and their representatives.
 - The safety of visiting contractors, members of public and authorised visitors
4. In support of the above, the governing body and Headteacher will ensure an adequate process for risk assessments for the school to be carried out and the significant findings shared with all relevant persons and incorporated into the school's health and safety procedures.

Over the course of the last two years, the school has responded to the huge challenges posed by the Coronavirus pandemic. The school is committed in doing everything we can to support our staff during the coronavirus pandemic, this shall include but not be limited to, providing dedicated support for remote working, mental health and wellbeing, and guidance, instruction, and training for safe working during the pandemic.

Signature

signature

*Miranda Harrison, **Chair of Governors***
Date

*Agnes Bailey, **Headteacher***
Date

PART 2: ORGANISATION AND RESPONSIBILITIES FOR HEALTH, SAFETY & WELFARE

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

The following health and safety organisational structure, and roles and responsibilities are approved by the governing body and Headteacher.

- Employer's responsibilities.
- Surrey County Council as the employer has a statutory duty in respect of health and safety in community and voluntary controlled schools to ensure that premises and people are healthy and safe.
- The responsibility is devolved to the headteacher who has day to day responsibility for staff, pupils, and others, as 'officer in charge' of the premises.
- The headteacher will ensure the overall implementation of this policy

1. The Governing Body

Responsibility for the health and safety of pupils lies with the governing body of the school either as the employer of school staff, or because it controls school premises (or both) and approves the health and safety policy of the school and monitors its successful implementation.

The governing body further ensures as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the health and safety policy.

1.1 Include Health, safety and welfare targets in the School Development Plan.

Targets may include,

- Provision of facility for health, safety and welfare purposes.
- Reductions in accidents/incidents.
- Training for Governors/staff, and
- revision of policy/procedure

1.2 Be informed and updated of Surrey County Council's H,S&W Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC behalf.

1.3 Ensure that H, S&W is an agenda item on full Governing Body termly meetings, and receive a termly H, S&W report from the Headteacher at this time. This report should include information on,

- Accident/incident analysis
- Relevant H, S&W information received from SCC or its Advisers.
- Suggestion on future H, S&W initiatives.

1.4 Facilitate any necessary review of the school's H, S&W policy and procedure as may become apparent via the strategies above.

1.5 The governing body will take all reasonable measures to ensure that:

- The premises and equipment on site are safe and do not put the health or safety of staff, pupils, or visitors at risk while they are on the premises
- They will make adequate provision for maintenance of the school premises and equipment

2. Headteacher

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

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

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

- All appropriate areas/activities are covered, (as per "core" Risk Assessment schedule attached, together with any risks identified as specific to the school).
- Appropriate control measures are implemented, and that
- Assessment are monitored and reviewed as necessary.

2.3 There is a management system for monitoring the effectiveness of health, safety and welfare 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 any place of work is in a safe condition and offers a safe working environment. Inspection and maintenance will include:

- The fabric of the building.
- Fire appliances.
- Boiler/heating systems.
- Portable electrical appliances.
- Water systems.
- First Aid/medical facility and equipment.

- Premises staff equipment.
- Curriculum specific e.g. gymnasia and fume cupboards

2.6 An adequate needs analysis of H, S&W 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&W awareness
- H,S&W Induction training (all new and temporary staff)
- Emergency/Fire Training for the whole school community.
- First Aid
- Risk Assessment
- H,S&W Coordinator
- Lifting and Handling
- Working at heights
- and any further specific H, S&W training identified by the training needs analysis as being necessary and appropriate.

2.7 Adequate and easily retrievable health, safety and welfare training records are available and up to date.

2.8 The school secures and maintains an arrangement for obtaining competent H, S&W advice as required by the management of H, S&W regulations.

2.9 A yearly H, S&W report is provided to Governors.

2.10 The school cooperates and participates in the County's H, S&W 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 member of SLT is suitably instructed to take day to day responsibility for H, S&W in the absence of the Headteacher.

The Headteacher may delegate functions to other or single members of staff (e.g. an H, S&W Coordinator) who may be tasked with the H, S&W 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 as required by the Regulatory Reform (Fire Safety) Order 2005.

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 and investigated in accordance with the school's procedure.

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

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

4.5 H, S&W 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&W 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, safety and welfare whilst at work.

4.8 New, transferred and temporary staff receive appropriate H, S&W induction training.

4.9 First aid provision is adequate.

4.10 Students are given relevant H, S&W information and instruction.

5. Teaching Staff [Including supply]

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

5.1 Effective and appropriate supervision of the students that they are supervising.

5.2 That appropriate safety instructions are given to all students prior to commencing practical sessions.

5.3 That they are conversant with the school's H,S&W 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. Facilities Manager/Caretakers

The Facilities Manager and the site team are responsible to the School Business Manager 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&W 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.

6.7 Ensure that all contractors on site are aware of the emergency evacuation procedures and have sight of the school health and safety policy as appropriate to their work

6.8 Ensure that all contractors view the asbestos register prior to commencing works that may involve working in areas with the potential of disturbing asbestos.

6.9 Inform all contractors of any known hazards which might affect them whilst at work

6.10 Other duties as delegated by the Health, Safety and Welfare Co-ordinator.

7. Health, Safety and Welfare Co-ordinator (School Business Manager)

The Headteacher may appoint or nominate a Health, Safety and Welfare Coordinator to carry out H, S&W functions and maintain an overview of the H, S&W organisation and management of the school, and report to the Headteacher accordingly. In turn, elements of these responsibilities may be delegated to the Facilities Manager and site team as appropriate. Specific functions of the H, S&W Coordinator may include:

7.1 Having an overview of the school's H, S&W 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 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, safety and welfare 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, safety and welfare 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, safety and welfare assistance.

7.11 Carry out health and safety functions in school and maintain an overview of the health and safety organisation and management of the school, and report to the Headteacher accordingly.

8. All Employees [including temporary & volunteers]

All employees are required to take care of their own health, safety and welfare 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&W 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, health or welfare 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, safety and welfare 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, 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&W inspections, subject to reasonable notice to their line manager.

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

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

- | | | | |
|-----|--|-----|--|
| 1. | Access Control/Security
Headteacher/School Business Manager | 19. | School Business Manager
Equipment Maintenance/ Inspection |
| 2. | Accident Reporting, Recording & Investigation
First Aider | 20. | Facilities Manager/HOD
Monitoring the Policy |
| 3. | Asbestos
Facilities Manager | 21. | School Business Manager
Personal Protective Equipment (PPE) |
| 4. | Contractors
Facilities Manager | 22. | Facilities Manager
Playground Safety |
| 5. | Curriculum Safety [incl. out of school learning activity/study support]
HOD | 23. | Facilities Manager
Reporting Defects |
| 6. | Drugs & Medications
School Business Manager | 24. | Facilities Manager
Risk Assessments |
| 7. | Electrical Equipment [fixed & portable]
Facilities Manager | 25. | School Business Manager
/ Facilities Manager |
| 8. | Fire Precautions & Procedures (and other emergencies)
School Business Manager / Facilities Manager | 26. | School Trips/ Off-Site Activities
School Business Manager |
| 9. | First Aid
School Business Manager | 27. | School Transport
Caretaker |
| 10. | Glass & Glazing
Facilities Manager | 28. | Staff Consultation
Headteacher |
| 11. | Hazardous Substances
Head of Science/ Lab technicians and Facilities Manager | 29. | Staff Health, Safety Training and Development
School Business Manager & Deputy Head |
| 12. | Health, Safety & Welfare Advice
Surrey County Council | 30. | Staff Well-being / Stress
Headteacher |
| 13. | Housekeeping, cleaning & waste disposal
Caretaker | 31. | Supervision [including out of school learning activity/study support]
Nominated responsible staff member as required |
| 14. | Handling & Lifting
Facilities Manager | 32. | Use of VDU's / Display Screens
School Business Manager |
| 15. | Jewellery
Headteacher | 33. | Vehicles on Site
Caretaker |
| 16. | Lettings/shared use of premises
Caretaker | 34. | Violence to Staff / School Security
Headteacher |
| 17. | Lone Working
Facilities Manager | | Working at Height
Facilities Manager |
| 18. | Long Term Evacuation Plan | | |

HEALTH, SAFETY & WELFARE POLICY STATEMENT - MONITORING PROGRAMME

Monitoring / Inspections:	By whom	When	Defects Remedied By
• Buildings / Facilities	• Governors	• Termly	• Specialist as required
• Building Services	• Facilities Manager	• Day-to-Day	•
• Fire Safety	• Facilities Manager	• Day-to-Day	•
• Outdoor Areas	• Caretaker	• Day-to-Day	•
• Security	• Caretaker	• Day-to-Day	•
Equipment Inspection / Test			
• Lighting Equipment	• Head of Drama	• Termly	• Specialist as required
• Fire Alarm	• Facilities Manager	• Weekly	• Specialist as required
• Fire Fighting Equipment	• Facilities Manager	• Annually/Quarterly checking,	• Annual service by specialist
• Emergency Lighting	• Facilities Manager	• Weekly	•
• Fire Notices	• Facilities Manager	• As required	•
• First Aid Equipment	• Primary First Aider	• Termly	• Primary First Aider
• Electrical Equipment	• Facilities Manager	• Annually	• Caretaker, Specialist as required
• Stage Equipment	• Facilities Manager and Head of Drama	• Annually and before a production	• Specialist as required
• Laboratory Equipment	• Science Technician	• Day-to-Day	
• Machinery	• Head of technology	• Day-to-Day	• Specialist as required
• Tools	• Head of technology	• Day-to-Day	
Practice Drills			
• Fire	• Headteacher	• Termly	• Headteacher
Checking Records			
• Inspections carried out	• Facilities Manager	• Termly	•
• Tests carried out	• Facilities Manager	• Termly	•
• Drills carried out	• School Business Manager	• Termly	•
• Reports acted on	• Facilities Manager	• Termly	•
• Information up-to-date	• Facilities Manager	• Termly	•

Arrangements and procedures for health, safety, and welfare

The following arrangements relate to local procedures and relevant documents in place that are used in the management of health and safety within the school by staff. The arrangements and procedures 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. Arrangements that are detailed in existing policies are referenced under the relevant section.

1. Accident and near miss reporting, recording and investigation

The Headteacher or the responsible person will log an incident and/or report to SCC where applicable. All accidents are reported in the appropriate logbook located at Student Reception and online accident / incident reports are made through OSHENS (surreycc.oshens.com/Login/Default.aspx) including reporting RIDDOR when required. Guidance is available on the Surrey Education Services website (surreyeducationservices.surreycc.gov.uk). Queries are directed to the SRM team at srm.hands@surreycc.gov.uk.]

2. Asbestos

The Facilities Manager is responsible for the asbestos survey. Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect asbestos has been disturbed. Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe. A record is kept of the location of asbestos that has been found on the school site, this is kept Main Reception. The asbestos survey is reviewed annually with the Asbestos Management Plan (AMP).

3. Contractors

The Facilities Manager is responsible for the induction of contractors, arrangements to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors working methods, how staff should report concerns and who to, and liaising with SCC Land and Property (L&P) department if applicable

4. Control of safe handling and use of hazardous substances

All staff must follow rules on selection and use of substances within the school including laboratories in accordance with the guidance given in "Be Safe" from the HSE; in the CLEAPSS booklet LP5 "Safe Use of Household and Other Chemicals", hazard data sheets, CLEAPSS Hazcards location, risk assessments, staff training in safe use, selection and use off protective equipment, storage arrangements, staff health surveillance, use of mechanical controls, name of Radiation Protection Supervisor RPS (high schools only), name of Radiation Protection Advisor (RPA). As well as curriculum, include caretakers, cleaning staff etc who use hazardous substances. Include details of COSHH assessments to be reviewed on an annual basis or when work activity changes, whichever is soonest.

5. Curriculum safety

All teaching staff will be familiar with the school's health and safety policy, and complete risk assessment's specific to their own curriculum area prior to commencing hazardous activities.

6. Display screen equipment

All staff are responsible that HSE guidance is followed, and workstation assessments carried out to ensure correct controls are put in place to promote wellbeing, ergonomic workstations, and good working practices

7. Electrical equipment

The Facilities Manager is responsible for organising and managing PAT testing arrangements, Pat testing should be carried out in line with the SCC or PAT policy. Fixed wiring every 5 years. All faults are reported to the Headteacher by a written report, and through examination by a competent person The Facilities Manager must maintains the record of inspection. Include limitations on bringing personal items to school. Defective equipment is reported to the SCC property help desk or a nominated contractor and put out of use until an inspection and repair is carried out.

8. Emergency procedures

Ash Manor Schools will revert to their emergency procedures for bomb threats, evacuations, and other emergencies. Arrangements for dealing with bomb alerts/suspect packages in accordance with the school's emergency planning arrangements. Arrangements for ensuring the bomb alert procedures are undertaken and implemented, guidance on bombs/suspicious devices or packages will be circulated to staff annually. 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

9. Fire precautions and procedures

The Headteacher is responsible for arranging and reviewing the school fire risk assessment and action plan, frequency and arrangement of drills, procedures to be followed, staff with special responsibilities e.g. fire marshal etc, assembly points, maintenance of fire exits /escape routes, personal emergency evacuation plans (PEEP), maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, testing of break glass points, testing of emergency lighting etc. The fire book is located in the Facilities Managers office.

10. First aid

The location of first aid boxes are in Student Reception, The Main Office and PE. The Main first aider in Student Reception is responsible for checking and restocking? See First Aid section of this policy.

11. Glass and glazing

The Facilities Manager is responsible for all glass in doors, side panels to be safety glass, or fire rated if within a fire door, all replacement glass to be of safety/fire standard.

12. Health and safety advice

Competent health and safety advice is available from SCC's Strategic Risk Management team for maintained schools. Health and safety resources and guidance are available to download from the Health and Safety area on Surrey Education Services website

13. Housekeeping, cleaning, and waste disposal

The Facilities Manager is to ensure premises are kept clean, to minimise accumulation of rubbish, arrangements for wet floor cleaning to minimise risks of slips, means of disposing of glass and other sharp objects, arrangements for snow shifting, security/location of external waste bins.

14. Infection control (COVID-19)

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.

15. Jewellery

The Uniform policy includes details on pupils wearing earrings and other jewellery.

16. Lettings/shared use of premises

The Facilities Manager is responsible for exchanging health and safety information and policies, restrictions on use of equipment, restrictions on accessible areas, staffing requirements, first aid provision, telephone provision, fire and emergency arrangements, standard operating procedures, emergency lighting, public entertainment license etc.

17. Lone working

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. Staff are required to leave the building by 18.00 hrs during term time, and 16.00 hrs during half term and cannot access the school during the holiday periods without the knowledge or consent of the Headteacher, Business Manager or Facilities Manager. If lone working is to be undertaken, a risk assessment will be completed by the Line Manager or Facilities Manager, and a colleague, friend or family member will be informed about where the

member of staff is and when they are likely to return. The lone worker will ensure that they are medically fit to work alone.

18. Maintenance of equipment

The Facilities Manager is responsible for keeping details of what equipment requires periodic inspection, examination, testing., list types of equipment e.g., ladders and steps, fume cupboards, other extraction systems, PE equipment, Design and Technology machines, lifts and lifting equipment, pressure cookers, gas safe inspections, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers, panic alarms, security/intruder alarms etc, type of check required and frequency etc.]

19. Manual handling

The Facilities Manager is responsible for arrangements for identification of all activities involving lifting/handling, risk assessments to identify precautions to minimise manual handling tasks, staff training in manual handling, school guidelines for specific tasks, use of lifting aids.

20. Personal Protective Equipment (PPE)

All staff are responsible for requesting PPE. PPE to be provided free of charge where risk assessment determines it to be necessary. PPE will be stored in a safe, secure, and clean environment

21. Risk assessments

The Headteacher is responsible for ensuring risk assessments are undertaken, reviewed and actions carried out, including individual risk assessments for staff. Guidance, and templates are available in the health and safety area on Surrey Education Services website. Competent advice is available from SCC's Strategic Risk Management team srm.hands@surreycc.gov.uk]

22. School trips/ off-site activities

All staff are responsible for organising their own trips. The Headteacher must give permission when planning school trip, who to obtain approval from, when to seek approval from the council, emergency arrangements, parental authorisation, supervision requirements, first aid provision, name of school's educational visits coordinator. Competent advice and guidance is available from SCC's Strategic Risk Management team]

23. Site security/ visitors

All staff are responsible for processing visitors, protecting the site, emergency procedures following a security alert and door controls. 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. Visitors from outside agencies are requested to show their identity badges and are always required to wear them whilst on school premises.

24. Staff well-being / stress

Ash Manor School and SCC have arrangements in place for supporting staff including occupational health, employee assistance programme (EAP). Our Headteacher actively promotes a good work-life balance and this remains an area of focus for the school in looking at improving the health, safety, and wellbeing of all staff members.

25. Vehicles on site

The school accepts no responsibility for cars parked on its site.

26. Violence/school security

All persons entering the school must complete the sign in book and will be presented with visitor's badge. Upon leaving the school, visitors must sign out and return the badge. All staff are required to report all incidents of verbal and physical violence to the senior leadership team and as detailed in the school's accident and incident reporting procedure

27. Water management (Legionella)

The Facilities Manager is responsible to ensure the school complies 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: monthly temperature checks, weekly flushing of outlets and emergency eye washes.

28. Working at height

All staff are responsible for Working at heights and this **should be avoided wherever indicated** by the risk assessment and wherever a suitable alternative course of action is available. Our expectation is that no staff member undertakes working at height.

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.

Fire

PART 4. STATEMENT OF GENERAL POLICY ON FIRE

We recognise that following the introduction of the Regulatory Reform (Fire Safety) Order 2005 the Government has laid down guidance for fire safety in educational premises.

The nominated 'responsible person' as required by the above legislation is the Headteacher and he/she has day to day responsibility for fire management.

We will ensure that we meet all our legal and moral responsibilities regarding fire safety and to do this we will:-

Procedures

- Adopt a risk assessment approach to all fire safety matters by assessing and reducing risks generically where possible and creating systems to localise procedures and working practices;
- Provide information, instruction and training to staff and will monitor incidents and near misses in order to identify where to improve systems and procedures and reduce the risk of recurrence;
- Use competent persons to carry out fire risk assessments of all our properties and to advise our management of fire safety issues;
- Implement the protective and preventative measures identified in the risk assessments and advice from our competent persons;
- Consult our employees on relevant risk reduction measures that are necessary;
- Liaise with our employees to reduce the risk from fire as far as reasonably practicable;
- Develop roles and responsibilities to cover all aspects of fire safety and ensure that everyone understands their roles and responsibilities;
- Train our employees and where necessary assess their competency in fire safety matters;
- Develop an emergency evacuation plan for all our properties and personal emergency evacuation plans (PEEP) for all special needs persons who are employed or taught at our premises;
- Provide all our employees, students and others, who visit or work in our properties, with relevant information on fire safety matters;
- Implement suitable and appropriate management arrangements to plan, organise, control, monitor and review fire safety throughout our premise portfolio.

ORGANISATION & RESPONSIBILITIES FOR FIRE SAFETY

School Fire Safety Manager/Fire Marshall

The Facilities Manager is the designated School Fire Safety Manager, who is responsible for ensuring that:

- The fire safety policy is kept under regular review by Governors and the SLT.
- The fire safety policy is promulgated to the entire school community.
- Everyone in the school (including visitors and contractors – see badge) are given clear written instructions on where they should go in the event of fire.
- Fire induction training is given to new staff and students (Induction Process)
- Procedures for emergency evacuation are regularly tested and lessons absorbed. (termly fire drills)
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed every year or on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.

Senior Staff Members

Senior Leadership Team (SLT) will be at key points to advise and take action as required. Typically the Headteacher will be at the Fire Assembly Point and the Facilities Manager will be checking the fabric of the building and liaising with emergency services.

Teaching Staff

Teaching staff are responsible for escorting their students safely out of the building to the Fire Assembly Point in silence and in an orderly fashion. They are responsible for conducting a head count on arrival, preferably against the most recent Register. If anyone is missing teachers must report this immediately to the Senior Staff Member on duty at the Assembly Point.

On no account should anyone return to a burning building.

On no account should anyone leave the site.

All Staff

The safe evacuation of everyone - staff and students alike, is our priority. Protecting property comes second. No one should attempt to fight a fire unless adequately trained. Your priority, particularly if you have responsibility for others is to evacuate as fast and as safely as possible.

Some staff, particularly those working in areas where a fire is more likely to arise will be aware of how to use a Fire Blanket or Fire Extinguisher, but nevertheless this should not be used if there is any doubt about their personal safety or the safety of those they are responsible for.

Fire Practices

We hold at least one fire practice every term at Ash Manor School. This combined with a programme of inducting new staff and students with emergency escape procedures and the presence of informed staff ensures that the school can be safely evacuated in the event of a fire.

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically it identifies:

- The hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

All risk assessments follow a standard grid procedure for evaluating risk. Generic risk assessments are used for classrooms but individual ones are needed for corridors, stairs, kitchens, laboratories, workshops etc.

Ash Manor school has a professional fire risk assessment which is updated as required utilising professional services as necessary.

Copies of the school's fire risk assessments are kept by the Facilities Manager in the health and safety section of the school's server for all staff to read, together with this document. Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department read the sections that are relevant to them.

Planning

Reference will be made within the main School Health and Safety Policy to the Fire Safety Policy document which will also incorporate arson control and management of chemicals on site.

Health and Safety is steered by the School Business Manager in conjunction with the schools leadership team.

The school will ensure regular servicing of the following:

- Fire alarms, emergency lighting, portable fire extinguishers in accordance with the current British Standards, 5839, 5266 and 5306 respectively.
- Fire Drill with be undertaken at least once per term for each building with the results being entered into the fire safety log books.
- Fire log books for all buildings will be completed by The Facilities Manager and will be made available for use as an audit trail and if the Fire Service should visit the premises.

Control

The school will carry out regular fire drills and staff training with documentation being kept in the fire log books.

Fire Logs will be kept by the Facilities Manager.

Regular maintenance and testing of all passive fire safety measures will be carried out i.e. fire alarms, portable fire extinguishers, emergency lighting, signage etc.

In the event of an evacuation only competent personnel with appropriate training will be allowed to reset the alarm system as the fire service are under no obligation to do so.

Escape Routes and Emergency Exits

- There are at least two escape routes from every part of all buildings
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fire extinguishers (of the appropriate type) are placed strategically around the school. These should only be used by trained personnel.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- The master panel for the alarm system is located in the reception office shows the location of a fire. It is fitted with an uninterrupted power supply (UPS).
- Fire routes and exits must be kept clear at all times. Combustible goods are kept to an absolute minimum in these areas and furnishings (if any) are fixed to the wall.
- Fire alarms (points) are tested weekly – Friday 7.00am
- Plans showing the location of fire hydrants, gas and electricity shut off points are displayed in fire proof display boards next to the entrance of each building

It is important that staff are familiar with the escape route from their classroom/office and that periodically they ensure that all relevant signage is still in place and that any door/window locks are working correctly. Staff must also ensure that all exit routes/doors from their classroom are kept clear and easy to use.

PART 5. MANAGEMENT SYSTEMS FOR SAFETY

Visitors & Contractors

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which must be worn at all times when on school property. They are made aware of the emergency evacuation notice (see above) by the School Office staff.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc. a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding. This announcement is the responsibility of the member of staff holding the event.

Lone Workers

Lone workers should be capable of responding correctly to emergencies. Risk assessment should identify foreseeable events. Emergency procedures should be established and

employees trained in them. Information about emergency procedures and danger areas should be given to lone workers who visit your premises. Lone workers should have access to adequate first-aid facilities. Occasionally risk assessment may indicate that lone workers need training in first aid.

Maintenance and Testing

1. Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations [all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations].
- Portable appliance testing (PAT Testing) takes place as required by HSE Regulations for that apparatus NB: this is not an annual test

2. Lightning Protection

- All lightning protection and earthing conforms to BS 6651-1999. It is tested annually by a specialist contractor. Records of all tests are kept in the Site office.

3. Gas Safety

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Site office.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily to ensure that the central gas supply is turned off.

4. Safe Storage

- Heads of Department and Maintenance Staff ensure that flammable materials used in teaching or maintenance are clearly labelled and are locked in purpose-made, flame-proof containers at the end of every day.
- Flammable rubbish is stored away from buildings in the secured rubbish compound.
- No items may be stored at any time in escape routes, particularly stairwells.

Letting or Hire of the School

Our standard contractual terms that we use for letting and hiring the school covers fire safety and specifies that the hirer should certify that [he/she] has read and understood the school's fire safety policy and procedures. The Caretaker or member of the Site staff is always on call when the school is let or hired for an outside function or event.

Monitoring

The Facilities Manager will hold training records.

The Facilities Manager will audit fire documentation and risk assessments annually. He/she will also monitor all action plans.

PART 6. EMERGENCY EVACUATION PLAN

Fire evacuation signal

The fire evacuation signal for the school is a continually sounding siren, throughout the premises.

Action on hearing the fire alarm

1. Evacuate the premises immediately. Do not take anything else, and do not allow the students to take anything. Shut doors and windows - ONLY if time allows and taking no risks.
2. Teachers should ensure that the following procedures are carried out:
 - a. Stop machines and processes in workshops and laboratories. Shut off gas and electricity, other than lighting, where possible.
 - b. Escort your group in an orderly manner to the assembly point on the Artificial Pitch.
 - c. Check rooms and lavatories in the vicinity to ensure that everyone is clear.
3. Take the register of your class as soon as you reach the Fire Assembly Point.
4. At the Fire Assembly Point immediately report anyone who is waiting to be evacuated from a designated refuge, or who is missing to the Senior Staff Member present who will inform the School Business Manager/Fire Brigade. On no account should anyone return to any building until given permission by the Headteacher, School Business Manager or Fire and Emergency Services.
5. Remain at the Fire Assembly Point with your students until the all clear is given.

The School Business Manager and Site Team to go to the School office to inspect the Fire Panel. Facilities Manager to direct site team to designated areas to check the area, and ensure all buildings has been evacuated.

Action on discovering a fire

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. Evacuate the immediate area.

Summoning the Fire Brigade

A member of SLT or the Site Team are responsible for contacting the Fire Brigade during normal working hours.

The School Office is manned between 8.00am and 4.15pm during weekdays in term-time. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is physically located in the reception office. During school holidays the Site team are on the premises between 8am and 4pm. If a fire is discovered everyone must follow the above procedures.

Where events are organised outside of normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the Facilities Manager is consulted and that appropriate precautions, including arrangements for evacuation and calling the fire brigade, are in place.

The Facilities Manager may impose specific restrictions on the type of letting or activity, the number of persons involved and the number and layout of any seating.

It is particularly important to consider whether a public entertainment license will be needed for the event being organised. Where a license is required, the licensing officer may specify particular requirements as a condition of the license, and these conditions will have to be met (Appendix 1)

Appendix 1

Checklist for use of premises out of school hours

To be followed when arrangements have been made for use of the school premises out of school hours.

Take the hirer/responsible staff member through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call points and describe the way they operate. Emphasise that the first action upon discovering a fire is to raise the alarm, even if the fire is considered small.
- Describe to them the sound of the fire alarm and the action to be taken when it sounds, in particular leaving the building with any persons for whom they are responsible for and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that they are likely to need to use, and show the operation of any push bars or exit fittings.
- Show them the location of the fire extinguishers, but emphasise that they should only be used if they have been previously trained in their use, if they consider it safe to do so and if the alarm has already been raised and an evacuation started.
- Explain to them how to contact the fire brigade (whether or not an automatic call is made) and where the nearest telephone point can be found. Give clear instructions as to the name, location and postcode of the School

Lone Working

General Statement

This School recognises that there may be an increased risk to the health and safety of its employees whilst working alone. This policy sets out our approach in both identifying these risks and adequately managing them. Any questions regarding its operation should be addressed to the Headteacher or to the person designated to oversee Health and Safety.

Definition

For the purposes of this policy, a lone worker is an individual who spends some or all of their working hours working alone. This may occur (1) during normal working hours at an isolated location within the normal workplace, (2) when working outside normal business hours. These are deemed to be from between 06:30 and 18:00, Monday to Friday. (After 5.00 p.m. on an average school day)

Legal Position

Our duty to both assess and control any risks from lone working is governed by the Health and Safety at Work Act 1974 (HSWA). S.2 requires us to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees. Similar duties are owed to other workers, such as agency temps under s.3 of the HSWA. This will be achieved by carrying out risk assessments in accordance with the Management of Health and Safety at Work Regulations 1999 (as amended).

Lone working is not covered by any specific legislation, but the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply.

This legislation states that “It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of his employees” and “It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with”.

Employers and employees therefore have a duty to themselves and others with regard to safety and there is an increased risk to the health and safety of employees when they work remotely from other colleagues or other persons and/or outside ‘normal’ working hours.

The Local Authority’s definition of a lone worker is:

“Lone Workers are those who work by themselves without close or direct supervision”.

Persons at Risk

At Ash Manor School, people at risk may include anyone who comes into school alone during closure times and particularly the site manager.

Risk Assessment

Our risk assessments will cover all work currently undertaken alone (or proposed to be), where the risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong. Once all job roles involving lone working have been identified, the following factors will be considered:

- Risk of violence - All jobs involving an element of lone working will be assessed for a risk of verbal threats, or violence. The priority will be those involving face-to-face dealings with members of the public and/or cash handling.
- Plant and equipment - Plant and equipment used by lone workers will be assessed to ensure that it is suitable for use by one person.
- Work at height - Working at height will not be undertaken when working alone.
- Chemicals - Any existing, or planned use of chemicals will be considered with regards to their suitability for use by those working alone.
- The worker - The medical fitness, competency and medical condition of workers working alone will be assessed.
- Manual handling – lone workers will not attempt to lift heavy items.
- Access and egress - Some lone working may require access to locations which are difficult to access or exit. Some areas that are used after dark or outside usual school hours. Some areas where it is possible to encounter intruders. Assessments will consider whether these tasks are suitable to be carried out by one person.

This is not an exhaustive list, individuals will be expected to report all situations to the Headteacher or Health and Safety representative which leave them open to any health and safety issues, the risk can then be assessed and control measures applied where necessary. Through the risk assessment process, existing control measures will be assessed for their effectiveness.

Control Measures

In order to manage the risks identified, we have introduced the following control measures:

Risk of violence:

- Staff are required to lock themselves in the buildings when lone working.
- Avoid lone working by working in groups of two or more.
- Out of term time – staff are to sign in and out at the main reception.
- Staff are advised to carry a mobile phone when working alone. Let someone know you are coming into work, how long you expect to be and when you are leaving.
- Do not undertake work which you are not qualified or trained to undertake.
- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one member of staff on site for the duration of the meeting.
- Staff are required not to handle cash when lone working.
- Late meetings must finish promptly and not leave one member of staff alone on site.

Ash Manor School Health and Safety Policy

- Staff must not let unauthorised persons into the buildings when lone working.
- All staff are required to give 24 hours' notice to the Headteacher before lone working, either after hours or through holiday periods. The school will be locked during these periods.
- Staff attending alarm activations will only attend either with police support or in pairs. An outside check of the premises must be carried out, to ascertain if entry has been gained, before entering the school. If there is sign of an entry police support must be gained before entering the school.
- Take reasonable care of their own health and safety, for example, use kick stools when working at height.
- Not do anything to put themselves in danger.
- Know and follow, relevant safe working procedures and guidelines including operating machinery and using hazardous substances.
- Never cut corners or rush work.
- Always follow reasonable targets.
- Stop for regular breaks and, if possible, change activity.
- Inform the Headteacher or health and safety representative of any relevant medical conditions.
- Inform the Headteacher or health and safety representative of any hazards or accidents encountered. All accidents should be reported on the Health and Safety Incident Report Form, copies of which are held in the school office.
- Ash Manor School will provide opportunities for meetings and support.
- Assess the risks to all lone workers and communicate the findings.
- Provide appropriate training or resources such as protective equipment or clothing to minimise the risks.
- Consider alternative work methods where possible to reduce exposure to the hazard.
- Where possible outside of normal working hours, staff should arrange to be in school with others. Key holders are also advised to inform someone when they are attending an alarm call out and follow the protocol outlined in Appendix 1 of this policy. Staff should inform the Site Manager when they are on the premises and when they are leaving. It is also advisable that staff inform someone from home that they are working in school during out of school hours. Staff are provided with the Site Manager's mobile phone number.

Emergency procedures:

In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/ school phone to contact the Headteacher, the staff member's nominated person or the emergency services.

Communication: Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site.
- Carry either a mobile phone or school telephone at all times when lone working.

- Let someone know you are coming into work, how long you expect to be and when you are leaving.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

Unacceptable Lone Working

The following activities are not to be carried out by lone workers under any circumstances:

- Working at height.
- Manual handling of heavy or bulky items.
- Transport of injured persons.

Line Managers

It is the responsibility of the Headteacher, to monitor the tasks being carried out by staff. In particular, they are responsible for ensuring that any tasks described in section 6 are not carried out by one person alone.

If the nature of the tasks change in any way, he must ensure that a new risk assessment is carried out. They also need to ensure that any lone worker follows good working practices and safe systems of work.

Lone Worker Duties

All lone workers are expected to cooperate fully with instructions given by the Headteacher. They are also expected to follow the school's safe systems of work and any associated procedures. Failure to do so, may be a disciplinary offence

Do not be the only adult in the room with a student.

First Aid

Legislation

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. What is adequate will depend on the school's circumstances; therefore, the amount and type of first aid provision must be determined by an individual school first aid needs assessment.

Employers do have responsibilities towards non-employees but are not obliged under the Regulations to provide first aid for anyone other than their own staff. In the case of schools, Surrey County Council has chosen to follow the recommendations made by the Health and Safety Executive (HSE) and the Department for Education (DfE) and requires that pupils and visitors be considered and accounted for in the first aid provision.

Definitions

First aid at work: the treatment of injury or illness suffered at work, whether or not caused by the work being done, in order to save life and prevent conditions worsening and, in serious cases, to call an ambulance.

First Aider: someone who has undergone an approved training course and holds a current certificate of competence in either first aid at work or emergency first aid at work.

Paediatric First Aider: someone who has undergone an approved training course and holds a current certificate of competence in paediatric first aid including caring for young children and where relevant, babies.

Appointed Person: someone who takes charge when someone is injured or falls ill, including calling an ambulance if required, and looks after the first aid equipment, for example, takes responsibility for restocking the first aid box.

Automated External Defibrillator (AED): a portable electronic device that automatically diagnoses and where necessary delivers an electric shock to the heart of a person in cardiac arrest.

Assessment of First Aid

The Headteacher is responsible for ensuring that an assessment of first aid needs is carried out for their school. Adequate levels of first aid provision must always be available while people are on the school premises and off the premises on school visits. This does not apply to work placements as work experience students are employed by the placement provider. To ensure that the first aid provision is adequate and remains so, the assessment of first aid needs should be reviewed at least annually or after a significant change to staff or premises.

The assessment should consider the following points:

- The number of staff, pupils on site and visitors to the school
- Past accident history – check the school’s first aid and accident records
- Ages of the children
- Specific needs – the school’s age range, staff or pupils with disabilities or special health needs
- The size of the school and whether it is on split sites and/or levels
- The location of the school, in particular its remoteness from emergency services
- Specific hazards or risks on site such as hazardous or dangerous substances highlighted in risk assessments
- Out of hours activities

When deciding on numbers of first aid personnel, other factors to consider include:

- Adequate provision for practical departments e.g. Science and Design & Technology
- First aid provision for school trips ensuring that the first aid cover back at the school remains adequate
- Cover for lunchtimes and breaks
- Cover for absences

The law does not specify fixed levels of first aid personnel; the exact number or type of first aid personnel to have will depend on individual circumstances and should be based on an assessment of first aid needs. It is expected that in the vast majority of cases, that the needs assessment would identify that at least one first aider is required to provide first aid to meet the needs of employees, pupils, students and visitors.

Schools should then inform their staff, pupils, students and parents and carers of their first aid arrangements, including the first aid policy and location of equipment, facilities and first aiders or appointed person.

First aid notices in prominent positions at each site, consultation with employees or safety representatives, and the inclusion of first aid information during staff induction training will help ensure adequate awareness of the school’s first aid arrangements.

First Aiders and First Aid Training

The findings of the first aid needs assessment (appendix 1) should be used to ensure the number of trained staff and type of training courses chosen are appropriate for the circumstances and needs of the school. In selecting a first aider, the following factors should be considered:

- reliability and communication skills
- aptitude and ability to absorb new knowledge and learn new skills
- ability to cope with stressful and physically demanding emergency procedures
- availability to respond to an emergency immediately

First aiders will be expected to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the school or college or on educational visits
- when appropriate, ensure that an ambulance or other professional medical help is called

Any member of school or college staff may be asked to undertake first aid tasks, but they cannot be required to do so. Teachers and other staff working with pupils and students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils and students in education in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

First Aiders – First Aid at Work (FAW)

FAW training enables a first aider to give emergency first aid to someone who is injured or becomes ill while at work and equips the first aider to apply first aid to a range of specific injuries and illness. The duration of a FAW course is three days initially, with a two-day requalification course to be completed within three years for the qualification to remain valid. FAW certificates are valid for three years.

First Aiders – Emergency First Aid at Work (EFAW)

EFAW training enables a first aider to give emergency first aid to someone who is injured or becomes ill while at work. Typically a one day course, the certificate is valid for 3 years.

Appointed Person

Where an employer's assessment of first aid needs identifies that a designated first aider is not required, an employer must appoint a person to take charge of the first aid arrangements. Arrangements should always be made for the appointed person to be available to undertake these duties when people are at work. Appointed persons do not need to have a first aid qualification although they may benefit from training such as completing at least an emergency first aid at work course.

An Appointed Person takes care of first aid arrangements only and should not administer first aid unless they have been trained.

An Appointed Person cannot act as cover for absent First Aiders if the assessment of first aid provision has indicated that a First Aider is needed; they can only cover when the absence of the First Aider is due to 'exceptional, unforeseen and temporary' circumstances.

Refresher Training

AMS should arrange retraining before certificates expire, as once a certificate expires, the individual would have to undertake another full course to be reinstated as a first aider. Although not mandatory, refresher training helps qualified first-aiders maintain their basic skills and keep up to date with any changes to first-aid procedures.

First Aid Records

AMS must keep a record of the first aid treatment administered by first aiders. This will help identify trends in accidents and areas for improvement as well as when to review first aid needs assessments. Minor injuries such as a graze can be recorded locally in an accident book. For moderate and serious injuries, these should be recorded on Surrey County Council's accident reporting system OSHENS.

The school should inform parents or carers of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, of any first aid treatment given.

Appendix 2 is the Strategic Risk Management team's latest incident reporting flowchart for schools, including the criteria for Reporting of Injuries, Diseases and Dangerous Occurrences Regulation (RIDDOR 2013).

First Aid Kits

The level of first aid equipment and facilities required will be identified in the first aid assessment. The minimum level of first aid equipment for each site is a suitably stocked first aid box with appropriate content for use with children. The quantity required for larger premises should relate to the number of staff and others on the premises, the layout of the site and areas of greater risk.

Before undertaking any off-site activities or educational visits, the visit leader should assess what level of first aid provision is needed and identify any additional items that may be necessary for specialised activities. The Surrey Outdoor Education Advisers' Panel (OEAP) provides advice on outdoor learning and off-site visits, including the assessment of first aid requirements.

First aid boxes should be clearly identifiable with a white cross on a green background, easily accessible and locations clearly signed. First aid boxes must be kept fully stocked at all times. Arrangements should be in place for checking and restocking first aid containers on a regular basis with nominated first aid personnel given the responsibility for the task. Any items in the first aid box that have passed their expiry date should be disposed of safely. Tablets and medication should never be kept in the first aid box.

A suggested list based on HSE recommendations for the minimum contents of first aid containers and travelling first aid kits is available in Appendix 3 to this document.

First Aid Room

AMS will provide a suitable first aid room or rooms in accordance with the findings of their first aid needs assessment. The room should have washable surfaces, adequate heating, ventilation and be kept clean and tidy. A typical first aid room should contain the following as a minimum:

- a sink with hot and cold running water
- drinking water and disposable cups
- soap and paper towels
- a store for first aid materials
- foot-operated refuse containers, lined with disposable yellow clinical waste bags or a container for the safe disposal of clinical waste
- a bed with waterproof protection, clean pillows and blankets
- a chair.

Where possible, the first aid room should be reserved specifically for providing first aid and a designated person should be given responsibility for the room. The room should be as near as possible to a point of access for transport to hospital, be easily accessible to stretchers, and be clearly signposted and identified.

Automated External Defibrillator (AED)

An Automated External Defibrillator (AED) is a portable electronic device that automatically diagnoses and treats life threatening cardiac arrhythmias through the application of electrical therapy, allowing the heart to re-establish an effective rhythm.

AMS have 2 as part of their first aid equipment.

More information on the provision and use of automated external defibrillators (AED) in the workplace is available at [provision and Use of Work Equipment Regulations 1998 \(PUWER\) - work equipment and machinery](#).

Health Education for Pupils

All state-funded schools in England have, since September 2020, been required to teach Health Education. The [statutory guidance](#), to which schools must have regard, sets out that pupils in secondary schools should be taught further first aid, for example how to administer CPR and the purpose of defibrillators.

Mental Health

AMS has a senior mental health lead. This role should include having strategic oversight of the whole school approach to mental health and wellbeing. They will support their school or college to make the best use of existing resources and effort to help improve the wellbeing and mental health of pupils, students and staff.

DfE has published guidance to help schools identify whether a child or young person's behaviour may be related to an underlying mental health problem, and how to support them in these circumstances. Further details can be found in the [Mental health and behaviour in schools guidance](#).

Following an employer's first aid needs assessment, a school or college might decide that it will be beneficial to have personnel trained to identify and understand symptoms and be able to support pupils, students and staff who might be experiencing a mental health issue. Education staff are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one but only appropriately trained professionals should attempt to make a diagnosis of a mental health condition.

AMS will consider ways to manage mental ill health in the workplace. This could include providing information or training for managers and employees, employing occupational health professionals, appointing mental health trained first aiders and implementing support programmes.

HSE also provides further information on [mental health conditions, work and the workplace](#). The [Education Support](#) charity provides free 24 hours a day telephone counselling to all serving and retired education staff in need on mental health support.

School and college staff are not mental health professionals. Where pupils and students experience more serious mental health problems, AMS expect them and their families to be able to access support from sources which include professionals working in specialist Children and Young People's Mental Health Services (CYPMHS), voluntary organisations and local GP practices.

Insurance

AMS is covered by SCC insurance policies

Useful Links

Department for Education and Employment First Aid in Schools:

<https://www.gov.uk/government/publications/first-aid-in-schools>

OSHENS:

<https://surreycc.oshens.com>

Outdoor Education Advisers' Panel (OEAP) guidance for outdoor learning and off-site visits, including about first aid provision

<https://oeapng.info/downloads/download-info/4-4b-first-aid>

Department for Education AEDs in School:

<https://www.gov.uk/government/publications/automated-external-defibrillators-aeds-in-schools>

HSE First Aid Guidance:

<https://www.hse.gov.uk/firstaid/>

HSE Selecting a first-aid training provider:

<https://www.hse.gov.uk/pubns/geis3.htm>

Health and Safety (First Aid) Regulations 1981

<https://www.legislation.gov.uk/uksi/1981/917/made>

Emergency asthma inhalers for use in schools

<https://www.gov.uk/government/publications/emergency-asthma-inhalers-for-use-in-schools>

Using emergency adrenaline auto-injectors in schools

<https://www.gov.uk/government/publications/using-emergency-adrenaline-auto-injectors-in-schools>

Ash Manor School Health and Safety Policy

Appendices

Appendix 1: Assessment of First Aid Needs Template

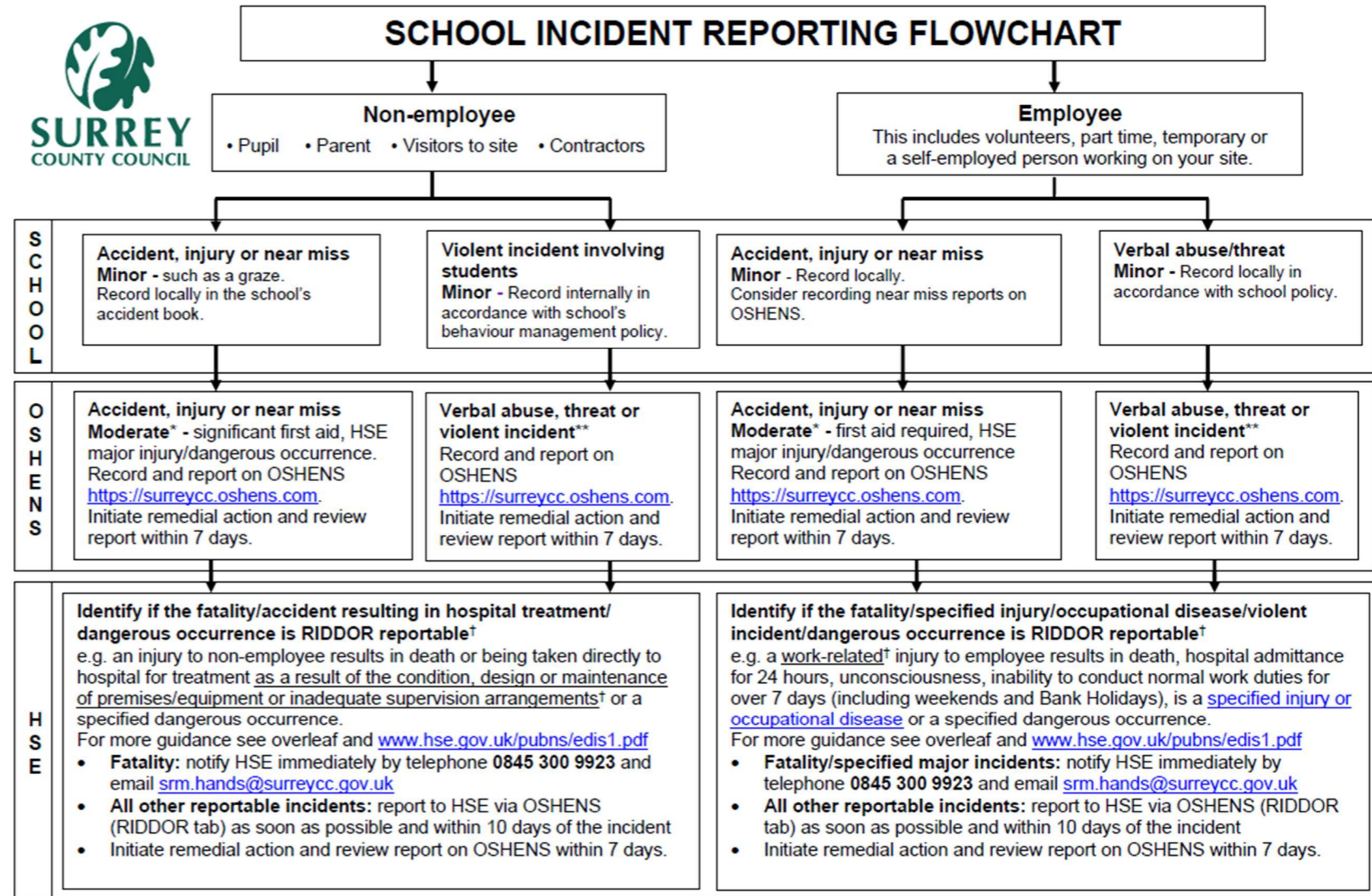
Site	Assessed by	Date of assessment	Date to be reviewed	
Subject	Site Assessment of First Aid Needs This document is a template and is intended for guidance. The hazards and control measures will differ from setting to setting and that is why it is important for this first aid needs assessment to be fully completed by the setting.			
Describe the hazard/issue	First Aid Provision impact	Describe the controls in place at present to provide First Aid provision	Areas needing more First Aid provision	Controls ok? yes/no/action
Person appointed to take total charge of FA arrangements. Local arrangements will apply on sites	This person will need to hold the records of training, arrange supplies of equipment etc. on request			
Suitably stocked / numbers of FA boxes	Consider the type of injuries to be treated, review previous injury history to ensure relevant issues considered			
Are there suitable and sufficient first aiders or emergency first aiders to cover the area? (see First aid in schools, early years and further education and First aid training - First aid at work)	Take into account holiday, cover for sickness, lunch and break times.			
Information to employees and non-employees on first-aid arrangements	<ul style="list-style-type: none"> • First aid policy • what to do in an emergency • location of equipment and facilities • first aiders or appointed person. Consider first aid notices in prominent positions at each site, consultation with employees or safety representatives, and the inclusion of first aid information during staff induction			
What are the risks of injury and ill health arising from the work as identified in risk assessment?	If the risks are significant more FA's may be needed			

Ash Manor School Health and Safety Policy

Are there any employees or students with specific medical conditions or allergies?	<ul style="list-style-type: none"> • Additional first aiders • Additional training needs 			
Are there any specific risks, e.g. <ul style="list-style-type: none"> • Hazardous substances • Dangerous tools • Dangerous machinery • Confined spaces or heights • Activities 	<p>Consider:</p> <ul style="list-style-type: none"> • Specific training for FA's • Extra FA equipment • Precise siting of FA equipment • Informing emergency services • FA room 			
Are locations where different levels of risk can be identified?	May need to make different levels of provision in high-risk areas			
What type of accidents and ill health have you had in the past? What type and where?	<p>May need to:</p> <ul style="list-style-type: none"> • Locate provision in certain areas • Review contents of FA boxes 			
Are the premises spread out or multi-floor	Consider provision in each building or on several floors			
Is there shift work or out of hours working?	Remember FA provision required at all times people are at work			
How far away is the local hospital?	<p>Do you need to:</p> <ul style="list-style-type: none"> • Inform local medical services of hazardous work/substances • Consider special arrangements in event of mishap 			
Do employees have to travel on business or work alone?	<ul style="list-style-type: none"> • Issue personal FA kits and training staff on use • Issue instructions on what to do in an emergency 			
Do any of your employees work at sites occupied by other employers?	Make arrangements with the site occupiers			
Do you have any work experience trainees?	Remember FA provision must cover them			

Ash Manor School Health and Safety Policy

Do members of the public visit your premises?	The HSE recommends that the public and visitors are to be covered by FA provision. Make special arrangements to communicate first-aid information especially where English is not the first language.			
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The reporting and reviewing of incidents through OSHENS is mandatory for all maintained schools for whom Surrey County Council is the employer or insurer.

For further assistance please email srm.hands@surreycc.gov.uk. In the event of an emergency please call 07800 512475 or 07794 252381.

Ash Manor School Health and Safety Policy

What should I report on OSHENS?

- Accidents that cause injury, ill health or damage to anyone in school, except very minor injuries such as grazes which should be recorded locally.
- Specified 'dangerous occurrences' and near miss incidents that could have resulted in a significant injury.
- Incidents of severe abuse, threats to staff and physical assault.

Please take care to select the precise name of your school using the drop-down boxes when entering your report. OSHENS will prompt you to record the information needed including the date, time and place of the event; personal/injury details of those involved; and a brief description of the nature of the event. It is good practice to record adequate details about the incident circumstances, including any causal factors identified which could assist the Responsible Person in determining if an incident 'arises out of or is in connection with work' or is 'work-related' – see below. Employee absences i.e. where an employee is unable to conduct their normal work duties should be recorded in OSHENS using the 'Lost Time' tab and closed upon their return to work.

When are incidents reportable to Health and Safety Executive (HSE) under RIDDOR?

† Incidents involving the death of any person, a non-employee being taken directly to hospital for treatment, specified diseases/injuries to employees (including accidents which prevent the injured employee from continuing their normal work for more than seven days, not counting the day of the accident but including weekends and other rest days) or specified dangerous occurrences are reportable to HSE only where the following apply:

Non-employees – where the accident 'arises out of or is in connection with work' i.e. if the responsible person at the school considers it was caused by any of the following:

- failure in the way a work activity was organized (eg inadequate supervision of a field trip);
- the way equipment or substances were used (eg machinery, experiments etc);
- the condition of the premises (eg poorly maintained or slippery floors).

Note that most playground accidents due to collisions, slips, trips and falls are **not** normally reportable to HSE, see www.hse.gov.uk/pubns/edis1.pdf Section 2.

Employees – where the accident is 'work-related' i.e. if any of the following played a significant role:

- the way the work was carried out;
- any machinery, plant, substances or equipment used for the work;
- the condition of the site or premises where the accident happened.

For more information, including incidents involving physical violence, see www.hse.gov.uk/pubns/edis1.pdf Section 1.

If you consider a RIDDOR report may be required, please do contact the Strategic Risk Management team for support and advice. RIDDOR reports should be submitted as soon as possible and within 10 days of the incident. The key exception is in the case of an over-seven-day incapacitation of an employee which, if identified as reportable to HSE as above, must be submitted within 15 days.

Definitions

* **Moderate injuries** involving children/young people are those where significant first aid is provided; so, sprains, strains, head bumps***, fractures, serious cuts

* **Moderate injuries** involving employees are any (apart from minor injuries) that require first aid

** **Verbal abuse** – employees should report incidents of verbal abuse where it has a significant impact on them and where they feel threatened.

*** Head injury in children and young people – advice for parents and carers can be found in the NHS leaflet 'Head Injury Advice Sheet' available here:

[CS45385_NHS_Head_Injury_Advice_Sheet\(what0-18.nhs.uk\)](http://CS45385_NHS_Head_Injury_Advice_Sheet(what0-18.nhs.uk))

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

Retention of records

- Adult (over 18 years old) accident records need to be kept for at least three years.
- Pupil accident records need to be kept for three years from their 18th birthday.

Appendix 3

Recommended minimum contents of first aid containers

Workplace first aid containers

- a leaflet giving general advice on first aid – [HSE information is available](#)
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

This is only a guide as each first aid kit will be based on the school or college first aid needs assessment.

Travelling first aid containers

- a leaflet giving general advice on first aid – [HSE information is available](#)
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 2 triangular bandages individually wrapped and preferably sterile
- 2 safety pins
- individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves

The Road Vehicles (Construction and Use) Regulations 1986 (for minibuses) and/or the Public Service Vehicles (Conditions of Fitness, Equipment, Use and Certification) Regulations 1981 (for larger vehicles) advise that a suitable, clearly marked first aid box should be readily available and in good condition. [Further information, including advice on what the kit should contain, is available.](#)