Chertsey and Dorking Nursery Schools

HEALTH AND SAFETY POLICY

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

The Governing Body and Heads of Chertsey and Dorking Nursery Schools:

1. Recognise and accept our responsibilities to provide, as far as is reasonably practicable, a safe and healthy working environment, ensuring the welfare of all employees, pupils, visitors, and any other persons who may be affected by our work activities.
2. Act in accordance with the general health, safety and wellbeing policy of Surrey County Council.
3. Recognise that good wellbeing is integral to our organisational and business performance and is significantly improved by reducing injuries and ill health, protecting the environment and reducing unnecessary losses and liabilities.
4. Adopt and promote safe working practices and high standards. The most effective approach to preventing occupational ill health, injury and loss is by systematic identification and control of risk. We will strive to improve our performance in reducing and controlling the risks we face. We will meet both common law and statutory health and safety duties.
5. 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 have safe access and egress for all staff, pupils, and visitors.
   - Adequate facilities and arrangements for welfare are provided.
   - A positive health, safety and wellbeing culture is promoted, through communication and consultation with employees and their representatives.
   - The safety of visiting contractors, members of public and authorised visitors.
6. 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.
7. Require all staff to actively support the school's responsibilities by working with due regard to the safety of themselves and others. We expect a similar approach from contractors, partners and volunteers, and from other visitors who use our facilities or visit premises.
8. In support of the above, the Governing Body and Heads 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.

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

The following health and safety organisational structure, and roles and responsibilities are approved by the Governing Body and Heads.

The employer

Surrey County Council as the employer in Community schools has a statutory duty in respect of health, safety and wellbeing to ensure that premises and people are healthy and safe.

The responsibility is devolved to the Heads on each site who have day to day responsibility for staff, pupils, and others, as 'officer in charge' of the premises. The Heads will ensure the overall implementation of this policy.

The Governing Body

Strategic responsibility for health and safety lies with the Governing Body of the school either as the employer of school staff, or because it controls school premises (or both). The role of the Governing Body is to ensure clarity of vision, ethos, and strategic direction. It 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.

The Governing Body will specifically:

1. Include health and safety targets in the School Development Plan. Targets may include:

- Reductions in accidents/incidents.
- Training for Governors/staff
- Revision of policy/procedure

2. Be informed and updated of Surrey County Council's health, safety and wellbeing policy and receive advice and support from relevant officers of the Council, or advisors acting on their behalf.
3. Ensure that within the Resources Agenda item on FGB termly meetings, an update on health and safety provided:

- Progress of the health and safety targets in the SDP.
- Relevant health and safety information received from the Council or its advisors.
- Suggestion on future health and safety initiatives.

4. Facilitate any necessary review of the school's health and safety policy and procedure as may become apparent through the strategies above.
5. 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; ensuring adequate provision is made for maintenance of the school premises and equipment.
6. Tackle risk aversion, helping to provide a wider sense of perspective and helping the school to get the balance right on managing risk.

Head

As the senior manager for the premises, and of all on- and off-site school related activities, the Head on each site is responsible for the day-to-day management of health and safety. They will advise the Council/Governors of any health and safety issue where their support or intervention, either through system or finance, is necessary and appropriate to affect the requirements of this policy. They will ensure that:

1. The contents of this policy are brought to the attention of all relevant persons.
2. A process for risk assessments is applied within the school.
3. Appropriate control measures are implemented.
4. Assessments are monitored and reviewed as necessary.
5. There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.

6. Appropriate staffing levels for safe supervision are in place.
7. An adequate schedule for inspection, maintenance and statutory assessments is in place to ensure a place of work in a safe condition and a safe working environment, in line with DfE's Good Estate Management in Schools, which will include:

- The fabric of the building
- Play equipment
- Fire appliances
- Boiler/heating systems
- Portable electrical appliances
- Water systems
- Safety around ponds
- First aid/medical facility and equipment
- Premises staff equipment
- Trees
- Curriculum specific e.g. climbing and other equipment

8. An adequate needs analysis of health and safety training is undertaken for school staff and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:

- Head health and safety awareness and asbestos management training (as the Responsible Person)
- Health and safety induction training (all new and temporary staff including agency)
- Emergency/fire training for the whole school community
- First aid
- Risk assessment
- Health and safety coordinator
- Manual handling
- Working at height

9. Any further specific health and safety training identified by the training needs analysis as being necessary and appropriate will also be considered and carried out.
10. Adequate and easily retrievable health and safety training records are available and up to date.
11. The school secures and maintains an arrangement for obtaining competent health and safety advice as required by the Management of Health and Safety at Work Regulations 1999.
12. A termly health and safety report is provided to Governors.
13. The school cooperates and participates in Surrey County Council's health and safety monitoring arrangements.
14. Contractors (including catering, cleaning, and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
15. Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents, and timely review and sign-off of reports.
16. Emergency/fire arrangements are formulated and reviewed as necessary and tested at least termly.
17. The fire risk assessment is reviewed every three years and/or whenever significant changes or building work might affect the means of escape. The Head is the responsible person as required by the Regulatory Reform (Fire Safety) Order 2005.
18. Health and safety is delegated to the Resources Committee of the Governing Body
19. May delegate functions to other staff (e.g. a health and safety coordinator) who may be tasked with the health and safety administrative arrangements for ensuring the above responsibilities are complied with. The Head will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

Leaders

Leaders in charge of curriculum areas/departments/staff are responsible to the Head for ensuring the application of this policy within the individual areas that they control. Leaders will ensure that:

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.
2. All accidents and incidents occurring within their areas are reported, recorded, and investigated in accordance with the school's procedure.
3. All persons they manage or are responsible for, are aware of their specific roles in case of fire emergency.
4. Any equipment/appliance which has been identified as being unsafe is removed from service.
5. Health and safety inspections are carried out within their areas of responsibility within a timescale agreed with the Head, and a report is provided to them where necessary.
6. The health and safety training needs of staff are identified and the Head informed accordingly.
7. Staff are properly consulted on any matters that may affect their health or safety whilst at work.
8. New transferred and temporary staff, including agency workers, receive appropriate health and safety induction training.
9. First aid provision is adequate.
10. Pupils are given relevant health and safety information and instruction.

Staff (including supply)

Nursery staff are responsible for the health and safety of all pupils under their control and must ensure:

- Effective and appropriate supervision of the pupils that they are supervising.
- That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- They are familiar with the school's health and safety policy and any arrangements specific to their own department.
- That emergency procedures in respect of fire, emergency evacuation, emergency lockdown and security, and first aid are carried out.
- Where relevant, that all personal protective equipment (PPE) is suitable and in good condition prior to issue and removed from use if found to be defective. PPE must be properly looked after and stored when not in use, e.g., in a dry, clean cupboard. If it is reusable, it must be cleaned and kept in good condition.
- They report any defective equipment to the health and safety co-ordinator and log on daily risk assessments.
- All accidents and incidents are reported, including near misses, and the correct reporting procedure is followed.
- The removal from service of any item of furniture, apparatus, or equipment which has been identified as unsafe
- That any identified hazard is appropriately removed, isolated, or contained as necessary to prevent danger.
- 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.
- That all staff work in accordance with safe working practices issued by the school and the Council.

Health and safety co-ordinator – Tracey Maloney at Chertsey and Nicky Ellis at Dorking

The Head has appointed a health and safety coordinator on each site**.** They carry out specific functions which include:

1. Having an overview of the school's health and safety policy and arrangements, bringing amendments to the attention of the Head where necessary.
2. Overseeing and supporting the school's risk assessment/risk management process and advising the Head of any deficiencies.
3. Ensuring all inspections, statutory assessments, and examinations including for management of asbestos and legionella, are carried out in accordance with the DfE's Good Estate Management in Schools by suitably competent persons and that records are kept locally.
4. Ensure that all staff and all contractors on site follow the school's arrangements for managing asbestos set out in the Asbestos Management Plan, including that no works shall be undertaken on the fabric of the building without an intrusive survey being undertaken.
5. Carrying out, with the Head and others as appropriate, the school's accident and incident recording, reporting, and investigation arrangements.
6. Arranging termly evacuation drills and weekly fire alarm tests etc.
7. Advising the Head and/or the Council of any defect in the state of repair of the building or its grounds, which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
8. Arranging for the repair, replacement, or removal of any item of furniture or equipment which has been identified as unsafe.
9. Coordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
10. Reporting to the Head any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
11. Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning, and grounds staff), visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
12. Ensuring that all senior managers (including heads of departments) are kept informed of the names and details of those persons appointed to provide competent health and safety advice.
13. 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 Head accordingly.

All employees (including temporary and volunteers)

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their health and safety responsibilities. All employees must:

1. Participate in the school's risk assessment process and comply with findings.
2. Report any defects in the condition of the premises or equipment of which they become aware.
3. Report all accidents/incidents in accordance with the school's procedure.
4. Be familiar with the procedure to be followed in the event of a fire/emergency.
5. Make use of personal protective equipment provided for safety or health reasons.
6. Follow all relevant safe working practice and local rules.
7. Report any unsafe working practices to their line manager.

Health and Safety Committee

Health and Safety is a delegated responsibility of the Resource's Committee. There will be an annual Health and Safety check by a Governor and termly inspections coordinated by the Health and Safety Co-ordinator.

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

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

1. **Accident and near miss reporting, recording and investigation**

The Head will ensure all accidents and incidents are recorded as soon as reasonably practicable. Minor accidents are recorded on the appropriate form located in each classroom. Bites and other accidents related to behaviour or dysregulated children are also recorded on CPOMS. Moderate and more serious accidents and incidents are reported on the 'OSHENS' online reporting system (surreycc.oshens.com) including:

- Accidents that cause injury, ill health or damage to anyone in school except minor injuries (for example grazes) which are recorded locally.
- Violence, verbal abuse, or threats, including if a person has been physically assaulted, incidents of verbal abuse where it has a significant impact on them or their mental health, or where they felt threatened.
- Near Miss events that could have potentially resulted in a moderate or above injury, as reporting provides valuable insights to help prevent future incidents.
- Specified Dangerous Occurrences – HSE definitions cover certain incidents with a high potential to cause death or serious injury.

All accidents and incidents are investigated, and the 'Initial Review' is completed within 7 days. Any report that meets the threshold for further reporting to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) will be duly reported in the statutory timeframe. School will contact the SRM team for support and advice in the first instance.

2. **Administration of medicines and first aid**

A number of staff from all sites are trained in paediatric first aid every 3 years. Lists of staff who are trained can be obtained from the office and lists are kept in each classroom. First Aid boxes are in a number of locations on each site. There are also identified staff who are trained First Aiders at Work. Staff are required to read updates to the Medical Needs Policy when reviewed and on induction. Children with significant medical needs will have a Care Plan agreed and written between the setting and parents. All medicines on site will be stored securely, parents complete a form to authorise the school to administer this and they are reminded this is their responsibility.

It is the responsibility of all staff to check with their doctor that if they are on medication they are fit to work with children. Medication of children follows pupil health and administration of medicine guidelines. All children with allergies or intolerances to particular foods are catered for. Our caterers are able to provide alternative menus which are agreed in advance with parents. Staff in the classrooms are made aware of the children with allergies and intolerances so that any food offered to them for snack, cooking or lunches can be monitored. All our buildings are peanut free. Other foods are banned depending on the needs of the current cohort, i.e., eggs, kiwi, etc. Adaptations will be made in the classroom depending on allergies present, for example regular flour may not be used to make playdough if there is a child with a gluten allergy and adaptations made to sensory resources, such as the use of pasta in play.

3. **Adverse Weather** The schools will take account of all weathers to ensure that adequate control measures are in place at all times, including sun/heat, cold/ice/snow/wind, rain. Parents are informed through emails and newsletters of the approach to the control measures in different weathers and staff take a shared responsibility for enforcing the policy. Ensuring children are appropriately dressed to access the environment and weather conditions is vital. The approach to tree management and regular checks on trees etc form part of the daily

classroom risk assessment. After adverse weather, ie storms, trees are inspected for new damage.

4. Animals onsite

Animals are not permitted onsite, other than those linked to special educational needs and disabilities, such as Pets As Therapy Dog, Guide Dog or Mental Health Support Dog. All animals entering the site for the purposes above are individually risk assessed to ensure control measures are put in place.

5. Asbestos

School's written Asbestos Management Plan (AMP) sets out its arrangements for managing asbestos and is reviewed annually or upon any significant change. The employer is the designated 'Duty Holder' and the Responsible Person and their Deputy named in the AMP have been delegated to assist with the management of asbestos. The school's AMP contains the following information:

- The Asbestos Register
- The Asbestos location drawings showing the location of known Asbestos Containing Materials (ACMs)
- Site Asbestos Management Arrangements
- Emergency Procedures
- Site Asbestos Record

The AMP covers arrangements for safely managing any works by internal staff or external contractors, the re-inspection of known ACMs by a competent asbestos surveyor at least every 12 months, information and instruction to staff. Asbestos management training is provided for Responsible Persons and their Deputies and asbestos awareness training is provided to staff in a role liable to disturb asbestos. Location drawings and photos of possible asbestos sites are on display on the wall in the staff areas.

6. **Caretaking** There are specific risk assessments for each site to support the varied role of the caretaker/handyman. These will support the safe and consistent use of tools and equipment as well as working from heights and lone working.

7. Contractors

Contractors are stringently checked before any work commences. All contractors are informed of any health and safety arrangements before work commences and safe working arrangements are agreed beforehand. Work is regularly monitored and risk assessments undertaken, if necessary, by SCC or the health and safety co-ordinator as appropriate. Hot work permits are checked by SCC prior to any work being commenced. All contractors are required to wear appropriate ID, will be supervised if necessary and work arranged outside of school hours here possible. Contractors are to sign to confirm they have been shown the Asbestos Management Plan and the Asbestos Register ahead of any works. The school ensures the requirements of the AMP are followed.

8. Curriculum

The EYFS curriculum promotes a secure, safe environment, combined with challenge and risk. The children are encouraged to climb, use tools and equipment that are outside their comfort zone. Our curriculum provides activities such as soft play and large outdoor gardens. Consistent rules and boundaries are in place for staff and children to keep them safe.
Wearing of jewellery, wearing PPE, correct footwear and use of technology are all part of the curriculum risk assessment. All staff share a responsibility for ensuring children are safe whilst accessing the curriculum at all times.

9. **Control of Safe Handling and use of Hazardous Substances** Hazardous substances are kept to an absolute minimum, but where used they are to be kept where they cannot be accessed by children, stored in safe, cool, dry areas away from direct sunlight. Suitable

protective equipment to be worn

Training to be given where necessary and COSHH sheets are completed for all hazardous substances used on site and are reviewed annually. Staff who will be expected to use these will read and confirm they understand them using the CPOMS system.

10. Display Screens

Training for staff who are 'DSE users' on the use of Display Screen Equipment (DSE) is provided by the Health and Safety Co-ordinator who will inform staff how to report health concerns and who to, advice on maximum time to be spent on DSE without break. Any defects with equipment are reported to the health and safety co-ordinators. 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 practice. Staff are entitled to a free eyesight test when they first become a DSE user, at regular intervals thereafter and if experiencing visual problems which may be related to DSE work. Ergonomic assessments are available following an occupational health referral.

11. Electrical Safety

Any faults on portable electrical equipment noticed by users are reported to the health & safety co-ordinator as required. Portable appliance testing is carried out annually by an external contractor. Fixed wiring inspections are carried out every 5 years by a Surrey approved contractor. It is the responsibility of staff to carry out visual checks prior to using any equipment. The use of portable heaters should be avoided if possible, and radiant bar heaters and portable fuel burning heaters should not be used under any circumstances. Other types of heaters may be used, if necessary, in an occupied room and the heater should be switched off and unplugged when the room is vacated. All heaters should be kept well clear of combustible materials and should not cause an obstruction. When not in use, heaters should be unplugged and stored safely where they do not obstruct the classrooms, escape routes or obscure signage. The same applies to the use of fans in the hotter weather. They should be used away from the reach of children, placed on a firm support with the wiring secured away from dangling down and unobstructed. They should be turned off after use.

12. Emergency procedures

Each site has an Emergency Plan for closures, bomb threats, evacuations, and other emergencies. 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.

13. Fire Safety

A fire risk assessment is carried out every 3 years on each site by an externally appointed and approved company, these are reviewed locally each year. This informs the Fire Safety Action Plan and addresses any issues that are ongoing. Weekly testing of the fire alarms/monthly testing of the emergency lighting and statutory inspections of all fire safety equipment take place at required intervals. Fire Drills take place on each site once a term and all staff have Fire Safety training at regular intervals and on induction. Fire Safety notices are visible in all rooms. Gas appliances are serviced annually at Chertsey Nursery School. Fire Books are located in administration offices on each site.

14. Forest School

Before each programme of Forest School/Woodland begins, a risk assessment is carried out. The area is checked prior to any visit so that the risk assessment can be specific to the event and time of year, it will also be checked on the morning before any visit. Staff will ensure that the adequate ratios are met and the needs of the individuals are catered for. See also Forest School/Woodland Policy.

15. **Glass, glazing, doors and gates –** Finger trapping hazards of doors and gates on school site have been risk assessed and all doors and gates that may present a risk to health and safety of pupils are effectively managed. Glass is monitored as part of the termly health and safety inspection and condition of finger guards and door soft-closing devices.

16. **Housekeeping, cleaning & waste disposal** All classroom/play areas and toilets are cleaned daily and other areas regularly. Wet floor signs are always put up when needed. There are nappy bins and nappies are recycled appropriately. All glass is recycled if appropriate. Food waste bins are provided in staff and classroom areas. Salt for snow and ice is stored in bins in various locations on both sites. All staff are responsible for ensuring the premises are kept clean, safe and waste is disposed of properly. Both schools have nominated cleaning contractors.

17. Infection control

The school follows national guidance published by UK Health Security Agency (UKHSA) 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 are implemented following guidance from SCC. The Head 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. Procedures are in place to minimise the spread of infection on a daily basis.

18. Lettings

All lettings are booked following the Lettings Policy and guidance from Surrey County Council. All lettings have strict term and conditions of hire and these may change depending if the letting is inside or outside of working school hours. A risk assessment will be completed for each individual letting so that it is bespoke to the hirers needs.

19. Lone Working

Staff are required to inform line managers if working out of hours and later onsite. If possible, two members of staff will secure the building together. Staff are responsible for informing family members of their location and external doors to be locked at all times. If parents/children on site, there must be at least two members of staff. No working from heights should take place when lone working.

20. Manual Handling and lifting of equipment and children

Equipment is provided on site for lifting and moving of equipment, staff required to complete Manual Handling training on induction and regular updates delivered. Behaviour policy to be followed at all times regarding the movement of children. Specific risk assessments will be completed as necessary for individuals, which may require the permission of parents. All classroom-based staff complete Positive Touch training as part of their induction to enable them to support the safe movement of children.

21. Playground

The use of the outdoor spaces is an important part of the EYFS curriculum and the use of the outdoor spaces is promoted to encourage appropriate risk. All large equipment, such as climbing, bicycles etc are serviced annually by local authority qualified experts. A daily risk assessment takes place in each playground at the start of the day and any issues reported to the Health and Safety co-ordinator

22. Pregnancy

Individual risk assessments are completed when staff are pregnant. These will be reviewed regularly throughout the pregnancy and Occupational Health referrals completed/advice followed.

23. School Trips/ Off-Site Activities

Educational visits Co-ordinator –Anita Cheeseman

See educational visits policy. All off site trips are recorded on Evolve and authorised by EVC.

24. Servery

The servery is an area of the school, the main purpose being the serving of hot school meals. Staff working in the servery, will have completed the appropriate Food Hygiene training. Daily, weekly and termly checks/cleaning take place and this is detailed in the schedule in the servery.

25. Site

All visitors to sign in at the entrance and to be issued with a visitor badge. Identity to be checked when applicable. Visitors are asked to wait in an appropriate location as directed by the welcoming member of staff. Access into the building is managed by office staff and entry to areas where there are children is controlled. Staff are expected to wear their name badges at all times. Unknown adults collecting children are required to use secure password system in place. All perimeter and exterior gates checked and secured regularly.

Parents are encouraged to walk if possible. Parents reminded of health & safety concerns regarding traffic and the car park in newsletters. There is no onsite parking available. Families with a specific need can apply for a priority parking permit at Dorking Nursery School, however, this is not guaranteed. Staff are reminded to be vigilant when using staff car parks. During building works contractors are instructed to avoid busy times for deliveries. All visitors to sign in at entrance and to be issued with visitor badge – and only to be allowed through the door if they are expected and/ or identity verified. Notices are in reception areas to remind visitors about conduct. The site assessment risk assessment ensures that all other aspects of the premises have clear control measures in place, including slips, trip hazards, use of doors, welfare facilities and asbestos etc.

26. Smoking

All sites are non-smoking, non-vaping sites.

27. Soft Play

There is a separate soft play area at Dorking Nursery School, West Street site, whereby the risk assessment ensures that there is safe number of staff and children in the space when in use. There are consistent rules for jumping, climbing and use of ball pit.

28. Staff health and safety training/ consultation

New staff are made aware of the Health and Safety Policy on induction to their role. They are also required to carry out a range of statutory training linked to Health and Safety (such as Manual Handing, Fire, Safety, First Aid). Staff are also provided with a variety of leaflets such as DSE, Working at Heights and Safer Working Practice.

Safeguarding (including Health and Safety) is a standing agenda item on all staff and team meetings. Staff are informed of health and safety issues and are asked to raise any issues or concerns at this time, as well as improvements. They are also asked to provide feedback in the annual staff survey. Regular reminders are made to the staff.

29. Traffic control

At each site there are specific control measures linked to the movement of vehicles on the premises, not only before and after the school day, but also during the school day for deliveries and school lunch vehicles.

30. Violence and security

Staff are asked to keep security doors closed at all times and visitor access is controlled. See Access Control. All staff are required to report all incidents of verbal and physical

violence to the senior leadership team and as detailed in the accident and incident reporting procedure, posters to reinforce rules and values are in the administration offices.

31. **Water Management/ Legionella and Safety** Risk Assessment is undertaken by an external specialist every two years**.** Initial Risk Assessment reviewed every year. Tank condition and compliance inspections. Maintenance checks on blending valves annually. Monitoring regime in place for weekly checks of little used outlets and monthly temperature checks.

32. Wellbeing and stress

The wellbeing of staff is a high priority, staff are encouraged to speak to their line managers or the Head if they feel under stress. The schools pay into an Employee Assistance programme which offers confidential advice and counselling for all staff and access to Occupational Health. Staff also have regular appraisal meetings with line managers. Patterns of sickness and return to work meetings are a priority to ensure that staff are supported and risks can be assessed. See also Wellbeing Strategy and Policy

33. Work experience, students and volunteers

Work experience students, often from local colleges or secondary schools are welcome. Prior to the commencement of any placement, all students and volunteers are invited in to meet with the staff member responsible for them to carry out an individual risk assessment. Schools and colleges also provide documentation that must be completed at the start of a placement. Students are reminded they must not be left unsupervised at any time and are not to provide any form of intimate care for children.

34. Working at Height

All working at height tasks are risk assessed prior to completion. Staff must not work at height without another member of staff present or in the presence of children. All heights out of expertise of staff must be completed by approved contractors. Staff have regular updates about WAH and issued HSE guidance on induction. All WAH equipment is provided and checked regularly.

Approved by the Governing Body: July 2026
To be reviewed: July 2027

Nursery: Yes	**Parents**: Yes

Based on Surrey Model Policy August 2024.