



Trumps Green Infant School

Health, Safety and Welfare Policy

Policy Status	
Agreed by Governors	September 2025
Next Review Date	September 2026

Introduction

The law regarding health and safety policies:

- A written health and safety policy is a statutory requirement where an employer employs five or more people. It must be consulted on with the employees and recognised trade unions.
- A robust policy demonstrates to staff, pupils, and visitors that the organisation values their health, safety, and welfare.
- The allocation of responsibilities and the recording of arrangements to implement the policy encourage a clear approach to the management of health and safety.
- After any appropriate drafting, the policy can then be presented for approval to the school management team before final adoption by the governing body.
- This policy and information is to be shared later with others such as visitors and contractors.

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

The Governing Body and Headteacher of Trumps Green Infant School:

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 and safety 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 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.
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 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.

Insert signature & Date

Insert signature & Date

Chair of Governors

Headteacher

Part 2: Organisation and responsibilities for health, safety, and welfare

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

The employer

Surrey County Council as the employer in Community and Voluntary Controlled schools has a statutory duty in respect of health and safety 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.

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:
 - Provision of facility for health and safety purposes.
 - Reductions in accidents/incidents.
 - Training for Governors/staff
 - Revision of policy/procedure
2. Nominate a health and safety governor as the link between the governing body and the wider school community, who will stay up to date with school health and safety initiatives and inform the governing body accordingly.
3. Be informed and updated of Surrey County Council's health and safety policy and receive advice and support from relevant officers of the Council, or advisors acting on their behalf.
4. Ensure that health and safety is an agenda item on full governing body termly meetings and receive a termly health and safety report from the Headteacher currently. This report should include information on:
 - Progress of the health and safety targets in the SDP.
 - Accident/incident analysis
 - Relevant health and safety information received from the Council or its advisors.
 - Suggestion on future health and safety initiatives.
5. Facilitate any necessary review of the school's health and safety policy and procedure as may become apparent through the strategies above.
6. 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.
7. Tackle risk aversion, helping to provide a wider sense of perspective and helping the school to get the balance right on managing risk.

Headteacher

As the 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 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
 - Swimming pools, water features and safety around ponds
 - First aid/medical facility and equipment
 - Premises staff equipment
 - Trees
 - Curriculum specific e.g. gymnasium and fume cupboards
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:
 - Headteacher 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. An Educational Visits Coordinator (EVC) is appointed and trained accordingly.
15. Contractors (including catering, cleaning, and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
16. 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.
17. Emergency/fire arrangements are formulated and reviewed as necessary and tested at least termly.

18. The fire risk assessment is reviewed annually and/or whenever significant changes or building work might affect the means of escape. The Headteacher is the responsible person as required by the Regulatory Reform (Fire Safety) Order 2005.
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 Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

Deputy Headteacher

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

Leaders

Leaders in charge of curriculum areas are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they lead. They 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 Headteacher, and a report is provided to them where necessary.
6. The health and safety training needs of staff are identified and the Headteacher 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.

Teaching staff (including supply)

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

11. Effective and appropriate supervision of the pupils that they are supervising.
12. That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
13. They are familiar with the school's health and safety policy and any arrangements specific to their own department.
14. That emergency procedures in respect of fire, emergency evacuation, emergency lockdown and security, and first aid are carried out.
15. 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.
16. Where relevant, safety devices such as machinery guards are in good condition, maintained and are used in accordance with good practice, following manufacturer's instructions to allow us to comply with safety legislation.
17. They report any defective equipment to the relevant person, such as the site supervisor/caretaker of the premises team.

18. All accidents and incidents are reported, including near misses, and the correct reporting procedure is followed.

School Business Manager

The School Business Manager is responsible to the Headteacher and will ensure:

1. The removal from service of any item of furniture, apparatus, or equipment which has been identified as unsafe
2. That any identified hazard is appropriately removed, isolated, or contained as necessary to prevent danger.
3. That periodic health and safety site inspections are carried out, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. These inspections may be carried out with others such as governors, health and safety coordinator etc.
4. That persons they supervise only undertake work for which they are competent.
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. That all staff work in accordance with safe working practices issued by the school and the Council.
7. 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.
8. That all contractors view the school's Asbestos Management Plan and Asbestos Register prior to commencing works that may involve working in areas with the potential of disturbing asbestos and that the arrangements set out in the Asbestos Management Plan are followed, including that no works shall be undertaken on the fabric of the building without an intrusive survey being undertaken.
9. Inform all contractors of any known hazards which might affect them whilst at work.
10. Checks, inspections, statutory assessments, and examinations in accordance with the DfE's Good Estate Management in Schools by suitably competent persons and ensuring that records are kept locally.

The School does not have an appointed Health and safety co-ordinator – this role is undertaken by the School Business Manager

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 Headteacher where necessary.
2. Overseeing and supporting the school's risk assessment/risk management process and advising the Headteacher 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 Headteacher 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 Headteacher 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 Headteacher 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 Headteacher 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.

Safety representatives (NOT APPLICABLE)

All staff take on the responsibility for communicating to the school business manager, any health and safety issues that they identify and hence the school does not have appointed safety representatives.

Health and safety committee (NOT APPLICABLE)

The School has decided that a formal health and safety committee is not required. All employees are made aware that they need to report any health and safety concerns to the Headteacher and/ or School Business Manager.

Part 3: 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. 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/School Business Manager will ensure all accidents and incidents are recorded as soon as reasonably practicable. Minor accidents are recorded in the accident books 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 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. Guidance including HSE's EDIS1 is followed and is available in Health and Safety Resources on Surrey Education Services Hub.

2. 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.

3. Contractors

The School is part of the Surrey Property Buyback Scheme and as such the majority of contractors are arranged through the Surrey County Council.

In emergency situations, specialists known to the school have been contacted to allow for immediate action, for example, water leaks which in classrooms.

Surrey guidance will be followed on how contractors are selected, arrangements for the induction of contractors, arrangements to exchange health and safety information, check 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

Risk assessments and COSHH assessments are completed for hazardous substances and all other chemicals used within Trumps Green Infant School. These are reviewed annually or when work activity

changes. Adequate precautions are put in place to ensure the safety of employees and other persons. Cleaning solutions are stored in a locked cupboard where only relevant staff have access. All products stored in this cupboard have a digital RAMS which also located in the cupboard.

4. 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. We refer to documents such as the Association for Physical Education document "Safe Practice in Physical Education, School Sport and Physical Activity" www.afpe.org.uk for guidance.

5. Display screen equipment (DSE)

Staff who are 'DSE users' on use of Display Screen Equipment (DSE) know how to report defects in workstation, how to report health concerns and who to. Staff are encouraged to take breaks from using DSE however, the nature of the job means that sometimes this is not always viable. Workstations assessments are being undertaken to ensure HSE guidance is being followed.

6. Electrical equipment

PAT testing is carried out in line with the SCC requirements/guidance. Fixed wiring inspection every 5 years. All faults are reported to the School Business Manager by a written report, and through examination by a competent person, who maintains the record of inspection. Personal items brought into school must be PAT tested before use. Defective equipment is reported is repaired, where possible, or carefully disposed of.

7. Emergency procedures

Trumps Green Infant School 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.

8. Fire precautions and procedures

The School Business Manager and Headteacher are responsible for arranging and reviewing the school fire risk assessment and action plan. Specify 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., arrangements for managing equipment which contain Lithium-ion batteries. The fire book is located in the School Business Manager's office.

9. First aid

The majority of staff attended a First Aid course in January 2025. Names of all of the first aiders is located around the school, including the staffroom noticeboard. The list also includes those members of staff who would call an ambulance in an emergency. The office staff are responsible for checking and replenishing first aid supplies, these supplies are stored in a locked cupboard which only relevant staff

members have access to. Each classroom has a First Aid kit and it is the responsibility of the classroom staff to ensure this is kept stocked up.

10. Glass, glazing, doors and gates

Any issues with regards to glass in doors, side panels must be reported to the School Business Manager and thereafter the School Business Manager is then responsible for ensuring corrective action is taken to ensure adequate compliance. All glass in doors, side panels and windows must be safety glass. Finger trapping hazards of doors and gates have been risk assessed and all doors and gates that may present a risk to health and safety of pupils have been effectively managed. Regular health and safety inspections of the premises are undertaken to review of glass status (i.e., chipping, cracking etc) and condition of finger guards and door soft-closing devices.

11. Health and safety advice

The School Business Manager and all the staff have access to competent health and safety advice that is available from SCC's School's Risk Management team for maintained schools. Health and safety guidance is accessible via the SES Hub.

12. Housekeeping, cleaning, and waste disposal

Third party arrangements are in place to ensure premises are kept clean, including the removal of daily rubbish, the hoovering and mopping of floors, etc. Signage to used to minimise slips on wet floors. Sanitary waste is regularly collected by a third party.

13. Infection control

Trumps Green Infant School will follow 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 will be implemented following guidance from SCC, when and if required.

14. Jewellery

Pupils are encouraged not to wear jewellery in school. Jewellery is not permitted during PE lessons, if the children are not able to remove their own jewellery, parents are called to assist as staff are not able to remove jewellery for children.

15. Lettings/shared use of premises

Where applicable, third party companies are provided with information regarding health and safety information and policies, restrictions on use of equipment, restrictions on accessible areas, staffing requirements, first aid provision, telephone provision, asbestos information, fire and emergency arrangements, insurance requirements, standard operating procedures, agreeing responsibilities at school fetes and other fund-raising events, emergency lighting, public entertainment license.

16. Lone working

All staff and third parties are required to follow the Trumps Green Infant School Lone Working Policy. Lone working is not encouraged however, if lone working is to be undertaken a risk assessment will be completed and a member of staff or family member informed as to where the lone worker is and when they are likely to return. The lone worker will ensure they are medically fit to work alone.

17. Long term evacuation plan

The emergency action plans details the procedures that are in place to temporarily relocate staff and pupils to a safe place in the event of not being able to return to the premises after an evacuation e.g., a gas leak, fire etc.

18. Maintenance of equipment

Teachers are in the first instance responsible for ensuring that equipment in their classrooms is in good condition and properly maintained. We aim to make children responsible for the day-to-day care of equipment. Any equipment that is worn out or broken will be removed immediately if it is likely to cause danger. Curriculum co-ordinators have responsibility for ensuring the maintenance of equipment in their respective curriculum areas.

Any faults must be reported to the School Business Manager and action taken to repair or dispose of the equipment.

All electrical equipment is inspected annually during the PAT inspection and a fixed wiring inspection is undertaken every five years. The PAT testing is undertaken by a third party and the fixed wiring inspection is undertaken by Surrey County Council approved contractors.

Any electrical equipment that requires attention will be notified immediately to the SBM stating clearly what is wrong. The appropriate course of action to rectify the fault through maintenance/specialist contractor will be taken.

Annual maintenance contracts for other equipment such as security alarms, photocopier is in place.

The gymnasium equipment and outdoor trim trail will be inspected annually by the qualified inspector from Surrey County Council.

Regular inspections are undertaken on the building and premises. Identified problems are recorded and notified to the SBM for appropriate action to be taken.

19. Management of medicines

The Medical Register and Information folder is located in the locked medical cupboard located in the office corridor. The school follows the procedures specified in the Surrey County Council, Guidance manual on Pupils Health and the Administration of Medicines which is located in the Medical Register. All medicine administered is recorded.

Any child that is unwell should be taken to the school office and the office staff will take appropriate action. Where applicable, parents will then be contacted. If the parents are unavailable the child will be made comfortable in a suitable area, under supervision.

20. Manual handling

Arrangements are in place to ensure the identification of any 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, staff suggestions for improvement are prepared, if needed. Separate assessments and training needed for the lifting of pupils. Teaching staff are appropriately training in handling of children as per Positive Touch techniques. Arrangements will be in place for identification of all activities involving lifting/handling, risk assessments to identify

precautions to minimise manual handling tasks are detailed in the relevant policy, e.g., Physical Education are discussed during new staff induction.

21. Personal Protective Equipment (PPE)

A selection of PPE equipment which is available should it be required. PPE is stored in a safe, secure, and clean environment.

22. Playground safety

Staff: pupil ratios are monitored to ensure that guidelines are adhered to. Staff are made aware of playground rules in order to minimise risks and emergency support arrangements are in place including first aid and site security. The play equipment (both internally and externally) is reviewed annually by Surrey Council County specialists. Staff report any issues that they notice whilst in the playgrounds areas to the School Business Manager and/ or Headteacher.

23. Risk assessments

The Headteacher and school business manager is responsible for ensuring risk assessments are undertaken by competent persons, reviewed annually, upon any significant change, or after an incident; and necessary actions carried out. Give details of the school's system for managing and monitoring these reviews, and arranging Individual risk assessments for staff. See Appendix A attached for a list of assessments that support these arrangements.

24. School trips/off-site activities

The school's Educational Visits Co-ordinator is the Headteacher.

All visits out of school, whether in the local community or further will be carefully planned by the teachers involved and risk assessments will be undertaken before the visit takes place including arrangements regarding who to obtain approval from, when to seek approval from County Council (EVOLVE), emergency arrangements, parental authorisation, supervision requirements, first aid provision.

Staff will inform themselves of procedures for visits found in the Surrey Manual. Care will be taken to ensure the children's safety at all times. Staff will carry the Surrey County Council's card with telephone numbers at all times during the visit. A mobile telephone will be taken by staff when they make all visits.

25. Site security/visitors

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. DBS verification is completed and clarified to ensure the safety of the children. Visitors are made aware of the school's fire arrangements in the event of a fire.

Control access doors and control panel doors ensure children and staff are secure.

26. Smoking

Smoking is not permitted on the school site in accordance with Surrey County Council guidance.

27. Staff consultation

All staff are aware that they need to report health and safety concerns to the Headteacher and/ or School Business Manager.

28. Staff health and safety training

New staff are briefed about health and safety arrangements as part of their induction process, e.g. use of hazard substances, work at height, use of display screen equipment such as iPad or laptops for example)) and how training can be assessed. Health and safety training is available through the National College website and all members of staff have their own on line account. The School Business Manager is able to monitor all staff accounts.

29. Staff well-being / stress

The School has a service level agreement with Strictly Education Limited for supporting staff including occupational health, employee assistance programme (EAP). The Headteacher has an open-door policy and all members of staff are able to talk to the Headteacher about any work or personal issues, should they choose to do so. The Headteacher is extremely understanding and promotes health and family well-being for all members of staff.

30. Swimming pools

Trumps Green Infant School swimming procedures include: Operating procedures to include minimum supervision standards, how to summon assistance in an emergency, pool water quality, adequate water maintenance procedures and cleaning routines, supervision in changing areas, maximum numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators, reference to Normal Operating Procedure (NOP) and Emergency Action Plan (EAP)

31. Vehicles on site

All vehicles on site are required to park in the school car park. A clearly visible sign is displayed at the edge on the internal road just within the school entrance highlighting the need to drive with caution. Particularly large vehicle or deliveries will be supervised by a member of staff.

32. Violence/school security

The vehicle and pedestrian gates on Crown Road are accessible using the keypad. Regular communications are sent to parents to ensure that the use of the keypad during school hours is not allowed. All other external gates remain locked during school hours.

Visitors to the school are required to report to the school office and sign in and thereafter issues a visitor badge or lanyard. The following notice is posted by the reception desk in the conservatory:

We welcome visitors to our school.

We will act to ensure it remains a safe place for pupils, staff and all other members of our community.

If you have concerns we will always listen to them and seek to address them.

Please be aware, that abusive, threatening or violent behaviour will not be tolerated in this school.

Visitors behaving in this way are likely to be removed from the premises and prosecuted.

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.

33. Water management (Legionella)

To comply with legislation surrounding water management as detailed in the COSHH Regulations and Approved Code of Practice L8, a Legionella Risk Assessment is undertaken by an external specialist periodically. The most recent assessment was undertaken in January 2025 by Rock Compliance. The risks from legionella are mitigated by the following control measures e.g., monthly temperature checks and descaling of taps.

34. Working at height

Work at height is to be avoided wherever possible. If needed, staff should use the circular step stool to facilitate working at height. Work at height should never be carried out alone and should always be supervised. No work on the roof is undertaken by school staff. Where required, specially trained contractors are engaged, using a safe system of work.

Appendices

Appendix A: Risk assessments, policies and guidance

Adverse weather

Animals in schools (Therapy Dog)

Site Inspection which comprises water safety, work at height, manual handling, contractors and COSHH

First Aid

Lone working

Oak Processionary Moth

PE Gymnastics

Playground/field for playtime and lunchtime

Stress

Traffic management

Violence at work

Outdoor education and off-site trips and visits are completed when needed depending on the activity planned.