

Health, Safety and Welfare Policy and Arrangements

The Warwick School



Approved by:

[Governors]

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

Statement of General Policy on Health, Safety and Welfare

1.1 The Governing Body and Headteacher of The Warwick School

The Governing Body and Headteacher:

- Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors,
- Act in accordance with the general Health and Safety Policy of Surrey County Council (SCC).
- Require all managers, in the school community, to act in accordance with SCC/School H&S policy and procedures, and require the same of persons that they supervise and take responsibility for.

1.2. The Governing Body and Headteacher will provide

As necessary, policy, procedures, arrangements, training and supervision, sufficient to ensure compliance with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:

- A school/workplace that is in a safe condition.
- A safe working environment.
- Safe systems of work.
- Safe plant and equipment.
- Safe access and egress to all areas of the school.
- The safety of articles and substances for use at work and in school.
- Sufficient Instruction and Training Supervision

In support of the above, the Governing Body and Headteacher will ensure the School's H&S procedures provide for all necessary risk assessments for the school to be carried out, risks mitigated and communicated as necessary to all relevant persons.

Miss Kerry Oakley

Head Teacher

Date: 05/05/20

Signed _____

Mr. K Standish

Chair of Governors

Date: 05/05/20

Signed _____

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

2.1 Organisation and Responsibilities for Health, Safety and Welfare

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

2.1.1 The Governing Body

- The Governing Body approves the H&S Policy of the school and monitors its successful and effective implementation.
- The Governing Body further ensures, as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policies. The Governing Body will specifically include:
- Health and Safety targets in The School Development Plan (SDP)

Targets may include:

- Provision of facility for health and safety purposes.
- Reductions in accidents/incidents.
- Training for Governors/staff, and
- Revision of policy/procedure
- Nominate a H&S Governor to act as the H&S link between the Governing Body and the wider school community, who will stay up to date with school H&S initiatives and inform the Governing Body accordingly.

Currently Mr. David Gray is the appointed Governor in this role

2.1.2 The H&S Governor and Headteacher

The H&S Governor and Headteacher will ensure they are informed and updated on Surrey County Council's H&S Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC's behalf.

Mr. Gray will ensure that H&S is an agenda item on full Governing Body termly meetings, and receive a termly

- H&S report from the Head Teacher with submissions from the Business Manager, Premises Manager/ H&S Co-ordinator, Student Services Manager and other relevant Heads of Faculty / Departments as appropriate at the time. This report should include information on,
 - Progress of the H&S targets in the School Development Plan.
 - Accident/incident analysis
 - Relevant H&S information received from SCC or its Advisers.
 - Suggestion on future H&S initiatives.
- The H&S Governor will facilitate any necessary review of the school's H&S policy and procedures as may become apparent via the strategies above.

2.2. 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. The Headteacher will advise SCC/ Governors of any H&S 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 Head Teacher will ensure that:

- The contents of this policy are brought to the attention of all relevant persons.
- A process for risk assessments is applied within the school, and that:
 - All appropriate areas/activities are covered,
 - Appropriate control measures are implemented, and that
 - Assessments are monitored and reviewed as necessary.
- There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- Appropriate staffing levels for safe supervision are in place.
- An adequate schedule of inspection and maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
- An adequate needs analysis of H&S training is undertaken for schools staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
 - Headteacher H&S awareness
 - H&S Induction training (all new and temporary staff)
 - Emergency/Fire Training for the whole school community.
 - First Aid
 - Risk Assessment
 - H&S Coordinator role and responsibilities
 - Lifting & Handling and Working at heights, and any further specific H&S training identified as being necessary and appropriate.
- Adequate and easily retrievable health and safety training records are available and up to date.
- The school secures and maintains an arrangement for obtaining competent H&S advice.
- A termly H&S report is provided to Governors.
- The school cooperates and participates in the County's H&S monitoring arrangements.
- A school's Educational Visits Co-ordinator is appointed and trained accordingly. This role is fulfilled by Mr. John Everett.
- Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the means of escape.
- An appropriate Deputy is suitably instructed to take day to day responsibility for H&S in the absence of the Headteacher.

The Headteacher may delegate functions to others or single members of staff (e.g. a H&S Coordinator) who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are satisfied. This role is fulfilled by Mr Richard Pietruszewski who is also the Premises Manager. The Head Teacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

2.3 Deputy Headteacher

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

2.4. 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:
- 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.
- All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the school's procedure.
- All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- Any equipment/appliance which has been identified as being unsafe is removed from service.
- H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report to the Headteacher / H&S Committee is provided where necessary.
- The H&S training needs of staff are identified and the Headteacher informed accordingly.
- Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- Newly transferred and temporary staff receive appropriate H&S induction training.
- First aid provision is adequate.
- Pupils are given relevant H&S information and instruction.

2.5 Teaching Staff [Including supply]

Teaching staff are responsible for the H&S of all pupils under their control and in particular 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 or physical activities.
- That they are conversant with the school's H&S policy and any arrangements specific to their own department.
- They know the emergency procedures.
- Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.
- That they report any defective equipment to the relevant person and ensure that it is put out of use.
- All accidents and incidents are reported and reviewed or investigated.

2.6 Premises Manager and Caretakers

The Premises Manager (Mr Richard Pietruszewski) and Caretakers (Mr. Nelson Ferreira, Mr. David Hooson and Mr. Alan Wakling) are responsible to Mirella Basso, Senior Deputy Head Teacher and in particular will ensure:

- 6.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- 6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- 6.3 That periodic H&S inspections are carried out at a timescale agreed 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 Headteacher, Governors 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.

2.7 Health and Safety Co-ordinator

The Headteacher has nominated a Health & Safety Coordinator (Mr Richard Pietruszewski) to carry out H&S functions and maintain an overview of the H&S organisation & management of the school, and report to the Headteacher accordingly. Specific functions of the H&S Coordinator include:

- 7.1 Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary.
- 7.2 Overseeing and supporting the school's Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies.
- 7.3 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 7.4 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.
- 7.5 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- 7.6 Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- 7.7 Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- 7.8 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.
- Ensuring that all Senior Managers (including Heads of Departments) are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

2.8 School Business Manager and SIMS Administrator

(Mrs Ellen Madden & Ben Stafford)

- 8.1 Will carry out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- 8.2 Will provide the accident/incident analysis report to the termly Governors meetings identifying emerging trends and improvement requirements.
- 8.3 School Business Manager, as a member of the Senior Leadership Team, (SLT) will provide representation of the work undertaken by the Premises Manager/H&S Co-ordinator at the appropriate Management and Governor's meetings. The School Business Manager will also support the delivery of the tasks and responsibilities of these combined roles.

2.9 All Employees [including temporary & volunteers]

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions. Employees must also co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

- Participate in the school's risk assessment process and comply with findings.
- Report any defects in the condition of the premises or equipment of which they become aware. Established systems are in place to facilitate this process.
- Report all accidents/incidents in accordance with the school's procedure through the Student Services office.
- Be familiar with the procedure to be followed in the event of a fire/emergency.
- Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- To follow all relevant codes of safe working practice and local rules.
- To report any unsafe working practices to their Head of Department or Line Manager as appropriate to their team set up.

2.10 Staff Safety Representatives (if applicable)

Health and safety at work law provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. Where the Governing Body/Headteacher is notified in writing of an appointment, the Safety Representative shall have the following functions:

- To investigate potential hazards and to examine the causes of accidents in the workplace.
- To investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work.
- To make representations to the Headteacher on matters affecting the health, safety and welfare of employees.
- To carry out workplace H&S inspections, subject to reasonable notice to their line manager.
- To attend safety committee meetings.

A safety representative is not obliged to carry out any or all of the above functions, and has no legal responsibility other than that which applies to all employees.

Names of Trade Union appointed Safety Representatives (if any)

Name Union Area Covered

Ben Stafford NEU Teaching Staff

Chris Laker NASUWT Teaching Staff

2.11 School Governors Finance and Resources Committee (including H&S Management)

The school has an established School Finance and Resources Committee which meets termly. The main purpose of the Committee is to discuss and consult with staff on Premises and H&S issues, and agree procedures. Minutes of the School Finance and Resources Committee are copied to Governors for termly Governing Body meetings.

In addition to the above the School has set up a Staff H&S Committee to develop, deploy and monitor progress on the action plan to ensure the H&S Policy and Procedures are satisfied.

This team membership is as follows:

- Headteacher / Deputy Head teacher Miss Kerry Oakley
- Health & Safety Co-ordinator Mr Richard Pietruszewski
- Heads of Specialist Faculty/Department All Heads of Faculty
- Safety Representatives Christopher Laker (NASUWT Safety Rep)
- Nominated H&S Governor Mr D Gray

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

3.1 Accident Reporting, Recording and Investigation

In the event of an accident occurring involving a student either in school or on a school trip, the teacher responsible for the lesson or leader of the trip or the adult who saw/attended the incident

- Seeks support from a qualified First Aider as necessary from the Student Services office or from a member of the school trip team or medical assistance from the venue/location at the time.
- If based in school the adult aware of the details of the accident logs this information onto the Surrey County Council on-line Accident Reporting System accessible to all staff at <https://surreycc-safety.net/scc/>
- If off site the accident is reported back to the school via the Duty Officer, allocated SLT member and/or Student Services Office who then ensures the details are logged as necessary and steps are taken to inform the student's parent or guardians.
- If the accident / injury is serious involving hospitalisation the Student Services Manager will inform RIDDOR online. Parent's or Guardian's are advised by Headteacher or SLT member as appropriate/available.
- Group leaders of all trips are issued with an Emergency Response Card and this provides a quick guide to the contacts and steps needed to report and manage a very serious or fatality situation.

3.2 Asbestos

The school's asbestos register, procedures, location plans, audit updates and work sheets are held in paper format within the Premises office along with the Consultant's Risk Assessment file and Schematic Drawings. Any issues identified during the in-house inspections or the planning stages of building / ICT projects are brought to the attention of the appropriate SCC Senior Officer – Nick Layton, who then advises on the best course of action according to the situation. The school's procedures and audits are reviewed and issued to the appropriate in-house staff (Premisesstaff, ICT team and School Business Manager) to ensure clear and effective management controls are in place.

3.3 Contractors

The school works closely with all contractors who complete jobs on the site. The majority of contractors have long established links with the school through projects and responsive works issued via the Capital or Responsive Programmes. All contractors sign in at out at the main reception desk, their ID badges are checked and the Premises Manager, Caretakers or ICT staff meet them to take them to the area of work ensuring they are briefed on the school safety controls. As far as possible work is completed early morning, late afternoon or during the holiday periods to minimise disruption and risks to the school population.

Responsive works are carefully supervised as necessary using appropriate signage, barriers etc.

Most larger projects are managed with the support of External Specialists/Consultants often fulfilling the role of Planning Supervisor and the appropriate Health and Safety Plan, Method Statement and Risk Assessment Documentation is obtained prior to the work commencing. Any issues identified during projects are raised immediately with the Contracts Manager/Site Foreman and the Planning Supervisor.

School run projects are managed in a similar way and the School's own Site Guidelines are issued at the time of instruction to ensure the site "do's and don'ts are flagged and understood.

The school undertakes checks where possible with regards to Contractor CRB documentation and this information is handled carefully paying due attention to confidentiality. Where CRB data is not available, contractors are escorted and closely supervised whilst on site.

3.4. Curriculum Safety

Each Head of Faculty / Department takes responsibility for the safety of the students and staff in their area and the activities being undertaken. Departmental procedures, safety sheets, risk assessments etc appropriate to individual areas are undertaken with local input, knowledge, skills and then shared to ensure all staff are fully informed/trained and aware of what is required of them in their specialist function.

Attached as Appendix A is the SLT structure and line responsibility for ensuring this work is carried out and reviewed effectively.

3.5 Drugs and Medications

Students are not allowed to keep any medication on their possession. The exception to this is an inhaler for asthmatics, EpiPen carriers and occasionally parental approved paracetamol for short term usage (headache/cold symptoms etc). Parents/Guardians are required to complete a medical

form that has details about the medication for their child. This information is logged onto the Student Information Management System (SIMS) by the Student

Services Manager/Team members and is accessible by all staff as necessary. All authorised/notified medication for each student is held in a secure cabinet within the Student Services Office who have an up to date list of everything in the cabinet and the student's details / condition. They also keep a record of when students take their medication.

3.6 Electrical Equipment / Safety

The procedures for this area of work are held in the Premises Office and reviewed by the Premises Manager annually.

Fixed electrical inspections are carried out by qualified external contractors within the required timeframe of every five years. The remedial work identified during this testing is prioritised and the necessary arrangements are then made to enable completion of the priority and higher risk jobs.

Portable Appliance Testing is carried out by the caretaking team on a rolling programme each year.

Projects: building projects are planned in advance and the work is managed by the Premises Manager and Team with specialist companies as required. IT projects are managed by the IT Manager, however work with electrical implications are discussed with the Premises Manager at the early stages of planning. This enables the appropriate electrical contractors to be secured, a clear understanding of the school's infrastructure obtained (including asbestos implications etc) and due attention given to other projects / conflicts within the overall school priorities at the time.

Reporting systems - Staff can register problems by:

- Reporting them in person or via telephone to the Premises Manager and/or Caretakers (only necessary for urgent issues)
- Reporting them via the front office where the staff can access the radio system to obtain prompt response from the Premises Team.
- Reporting them by recording the details using the Premises Helpdesk.
- A qualified electrician is called for work of a dangerous nature and/or where it is outside the remit of the day to day repairs possible by the premises team.

3.7 Fire Precautions and Procedures (and other emergencies)

The school follows the guidelines set out in The Regulatory Reform (Fire Safety) Order 2005. A number of inspections are taken to ensure compliance:

- Fire procedures are documented in the Staff Handbook accessible to all staff on the staff system, W-drive.
- Annual Fire Risk Assessments
- Termly Governor / Head Teacher site checks
- Termly in-house checks of all fire doors
- Annual inspection of all external fire doors by specialist contractor
- Termly inspections of fire alarm system and emergency lighting by specialist contractor
- Weekly bell and lighting tests by the caretakers
- Regular checks of the site by the Premises Manager and Caretakers

- Daily reporting of concerns possible by all staff as per reporting systems see point 5
- Programmed evacuations throughout the year
- Responsive evacuation to all unplanned incidents – all incidents are logged
- All rooms have yellow maps/fire evacuation notices
- Staff receive basic fire training / briefing at induction / inset days
- Premises team attend comprehensive fire training off site.

3.8 First Aid

The Student Services Team take the lead for the provision of First Aid Treatment and the provision of the First Aid

Boxes including regular audits and restocking. They are supported by other trained First Aiders around the site and the complete list of those qualified and their normal base / location is displayed in the staff room and on the staff system under Staff Handbook in the W-drive. All First Aiders are retrained every three years. The first aid boxes are distributed around the site and their location details are also available as above.

If a student or member of staff has to go to hospital and a parent/guardian/family member cannot be with them a member of the Student Services Team attends the hospital until a member of the family arrives.

The accident reporting procedures are followed as mention previous under point 1.

3.9 Glass, Glazing and Window Controls

A risk assessment is in place for the above supported by site maps showing location of potential areas with issues such as single glazing, old crittal windows with fragile restrictors etc. These areas are inspected and the reviews updated annually. The majority of the site has new pvc double glaze windows which meet the standards required. If an incident occurs where a door or window panel becomes damaged the Caretakers respond immediately to secure it by safety tape, boarding etc as necessary and the local glaziers who provide excellent emergency response are called promptly.

3.10 Hazardous Substances

A COSHH register is maintained within the Premises Department for the products used by the Caretaking and Cleaning team. The cleaning company also maintain their own register and this is held in the main cleaner's storeroom and reviewed by the cleaning supervisor and his immediate manager. COSHH materials used in teaching areas are listed in the departmental procedures referred to previously under point 3.

3.11 Health and Safety Advice

The school buys-back into the VTFourS Health and Safety Service and work closely with the VTFourS Manager as required on specific matters. The School Business Manager, Premises Manager, Personnel Office and Caretakers attend the relevant SCC HR, Premises and H&S training sessions, meetings/briefings to ensure we are working in cohesion with the latest requirements and changes in legislative matters.

The Premises Manager also fulfils the role of H&S Co-ordinator for the School. We have an experienced science teacher who also operates as our Educational Visits Co-ordinator and he provides training, advice and support to all teaching staff on school trips, outside activities etc.

The School Premises Committee encompass H&S matters and meet throughout the year to review policy, procedural and operational matters as appropriate at the time.

3.12 Housekeeping, cleaning and waste disposal

Each member of staff takes responsibility for ensuring good housekeeping standards are maintained in their respective areas. This effort is supported by the outsourced cleaning service with a team of 11 staff who attend site morning and afternoon for normal cleaning and holiday periods for deep cleaning jobs. Additionally we have three Caretaking staff who maintain good standards of site safety and cleanliness ensuring the bins and litter is cleared regularly. They oversee the collection of the general waste by Reigate & Banstead Council twice weekly and recycling services weekly.

In the event of snow/frosty conditions the morning duty Caretaker ensures as far as is reasonably possible that main pathways and building entrances are spread with grit/salt from the supply held on site. In extreme conditions of heavy snow fall the school will contract in a snow clearance company/snow plough as necessary.

3.13 Handling and Lifting

The school does not have any registered physically disabled students on site who may require support in this area.

The majority of the heavy handling and lifting is carried out by the Caretakers. The team have been provided with trolleys, carts etc to assist with this task and they have all had the appropriate Manual Handling training. A risk assessment has been completed with the Caretakers input and this is reviewed annually.

3.14 Jewellery

A specific policy exists for the management of Uniform and jewellery is covered within this documentation. All staff are briefed on the process to follow and this policy is available on the staff system, W-drive.

3.15 . Lettings / shared use of premises

The school has many long established links with a wide variety of community groups and clubs who benefit from using our range of sports areas and 3G all weather pitch. The school has a documented Lettings Policy and Procedural document and these are approved at SLT and Governor level. The Premises Manager oversees the day to day bookings and requests. The Caretakers provide support in ensuring the site is accessible and safe to use according to the booking requirements. The duty Caretaker also secures the site after each event.

3.16 Lone Working

Lone work procedures and associated risk assessments are in place. The key persons involved in lone working (key holders) have been consulted and involved in developing the above to ensure all aspects have been given due consideration.

During holiday periods when staff may occasionally “work in isolation” on site, clear procedures exist for signing in and out and the need for higher risk activities not to be undertaken without a colleagues’ support. All staff are required to advise the Premises Manager in advance of their plans to work on site during the accessible holiday days. This is logged and SLT made aware of the information prior to each holiday period. During the majority of holidays two members of the Premises Team will be on duty and will monitor the access and security arrangements carefully.

Additionally an “emergency contact list” would be available via TEAMS to indicate who can be contacted prior to each holiday period showing each day which SLT member is available either on site or by telephone contact in the event of an emergency situation.

Full policy Appendix 1

3.17. Long Term Evacuation Plan

The Warwick School Evacuation Plan is in place and is reviewed by the SLT. A copy is available from the Headteacher’s or School Business Manager’ office.

3.18 Maintenance / Inspection of Equipment

The Heath, Safety and Premises Inspections Schedule for each year show the details on the completion of all services/tests/inspections and by whom - this is held in the Premises Office and is reviewed by the Governor’s Premises Committee on an annual basis. The key areas are:

- Fire Equipment - Gatwick Fire Protection (annually)
- Fire Alarms and Emergency Lighting - ITS (termly in holidays)
- As above – in-house tests - Caretakers (weekly)
- Fire doors – external - Southern Lock Services (annually)
- Fire doors – internal - Caretakers (termly rolling check)
- Heating Systems (boilers etc) – ACS (annually - summer)
- Portable Appliance Testing - Caretakers (annual rolling programme)
- Stage/Drama Lighting PAT - Avocado (annually)
- Fixed Wired - Quantec / B&C Electrical (5 yearly)
- Lightning Protection - Test Strike (UK) (annually)
- Building Alarm system - Admiral Security (six monthly)
- CCTV system - Admiral Security (annually)
- A/C - AC Solutions (six monthly)
- Lift in North building - Express Elevators (six monthly)
- Water tanks/systems - 3C (annually) + monthly in-house checks
- TMV’s - 3C (annually)
- DT equipment - Surrey Commercial Services (annually)
- PE equipment - As above
- Science equipment - Balance Metrology / Tecomak (annually)
- Kitchen extraction - PW Industrial (every two years)
- High level flat roofs/guttering - ASF(every two years)
- Low level guttering / canopy etc - Caretakers (annually)
- Minibus service / mot -Bentley Walker (annually)

3.19 Monitoring of Health and Safety Policy

The meeting of the Full Governing Body in the first half of each term focuses on Health and Safety and such issues are addressed in the meeting in the second half of the term where required. Policy and procedural matters are discussed with the Headteacher and School Business Manager at these meetings. The Policy is updated annually (or earlier if significant changes occur). The H&S Governor and the Headteacher conduct site checks termly. The Governing Body receive a full Health and Safety report at each full Governors meeting.

A new in-house team is being established to support, at operation level, the output of the above committee and to direct health and safety initiatives and processes school wide as changes happen or are required.

3.20 Personal Protective Equipment (PPE)

PPE is provided to the Caretakers as required for the completion of their work. This equipment is reviewed by the Premises Manager and Caretaker annually and items replaced as necessary. A complete listing is held in the Premises Office. PPE is also provided by other functions across the school according to need and purpose and this is record locally within each area – see point 3.3.

3.21 Supervising Social Time

A large number of staff (teaching and support) are involved in the provision of duty cover in the mornings as students are arriving at school, during the morning break and lunch breaks and also at the end of the school day. The SLT team provide on a rota system “back up” cover throughout the entire school day and each member carries a radio to enable swift communication around the site from each other and via the Front Office Staff. The Premises Manager and Caretakers also operate a responsive service using radios for communication in the event of any security or health and safety matters arising.

The school site has 46 cctv cameras covering internal and external high traffic areas. These are monitored very carefully by the Front Office Team and immediate assistance is activated via the radio or telephone systems as necessary.

Accidents are managed as described previously – see points 1 and 3.7.

3.22. Reporting Defects

Established systems exist to enable any member of staff to report defects – as described in point number 6 previously.

Staff are made aware of the systems in place during induction and via the “new starter pack”. The Premises Manager also issues reminders to staff on the processes and procedures in place to ensure effective preventative and responsive actions are taken by Heads of Departments and their staff.

3.23 Risk Assessments

The Head of Departments and Managers across all the school functions (support and teaching) are required to conduct their risk assessments as appropriate to their roles and the activities undertaken in their respective areas; some examples are:

- Premises matters, Security etc - The Premises Manager
- HR, Personnel, Staff Welfare - The Personnel Office and School Business Manager

- Specialist teaching areas ie. PE, DT, Science - Heads of Faculty / Department with SLT overview
- General teaching areas - As above

Risk Assessment, Safety Procedures/Data must be signed off by the line management in place for each area through to SLT / Headteacher level.

3.24 School Trips / Off Site Activities

John Everett is the Educational Visits Co-ordinator (EVC). Established procedures and risk assessment forms outlining all essential steps that must be taken in preparation for any trip have been specifically designed for this purpose and are accessible using EVOLVE for completion prior to each trip / event.

Training / briefing sessions on these procedures are held by the EVC each year for all new staff. Regular communications are issued, via the e-mail system, to remind staff of the requirements and to flag any changes.

John Everett must first approve all trips and the associated risk assessments before the information / requests are presented to the Headteacher for final sign off and authorisation to proceed taking all safety and financial matters into consideration.

3.25.School Transport

The school minibus is checked weekly by the Caretakers for fuel and condition. It is leased with Bentley Walker who arrange servicing and MOT. Insurance is through the ESFA RPA

Only authorised staff who have a full driving licence and minibus driver test certificate are allowed to drive the bus for events, trips and fixtures.

The bus is not used for personal reasons. The Premises Manager oversees the minibus arrangements and holds all the licence data on authorised drivers in the Premises Office. This information is reviewed annually to check for any offences that would prevent a person from continuing to drive the bus. The recorded data also helps to ensure all retests are undertaken as required.

The teacher / adult in charge of each trip using the minibus is responsible for ensuring the students behave in a safe way, wear their seat belts, leave the bus in a clean and tidy condition and report any concerns promptly at the end of each trip out.

3.26 Smoking

The school operates a no smoking policy in line with SCC and legislative requirements. Any student caught smoking on the site is dealt with according to the Behavioural Policy which is available to all site on the school system, W-drive.

3.27 Staff Consultation

Staff are involved in the twice weekly team briefing sessions held by the Headteacher and SLT members. There are also regular team/departmental meetings in place to allow input and discussion at local level. Regular Head of Faculty, Head of Departments meetings are held to consult and agree plans at management level.

Additionally the school has two Staff Governors on the Governing Body who consult and can be consulted on matters.

The Premises Manager also fulfils the role of H&S Co-ordinator and can be approached for advice, support or direction in terms of external sources of information or resources. Policies, procedures, risk assessment documents are accessible on TEAMS.

3.28 Staff Health and Safety Training and Development

Staff are briefed at induction on Health and Safety matters. They are also provided with the “New Starter Pack”.

Additionally all staff are made aware of the location on the school system, of the Staff Handbook which covers all essential information on H&S as well as many other school policies and arrangements.

The School Business Manager, Personnel Officer and/or Premises Manager talks through the health and safety matters with the support staff upon joining the team. Heads of Departments explain the related health and safety matters concerning their specific area and in line with roles and responsibilities.

Specific staff attend external Health and Safety briefings/training as appropriate to their specific roles; ie. Premises team on premises related health and safety matters, HR Officer / School Business Manager on staff welfare matters, Student Services Manager / Pastoral Co-ordinator on Medical or Student welfare/safeguarding matters, Assitant Heads.

Technology on DT Regulations etc

3.29 Staff Well-being, Stress

The school uses the Occupational Health & Personnel Services of Smart Clinic. Staff absence is monitored using a system called Staff Absence Management. This enables the us to note any trends / indicators that Heads of Departments and/or the Headteacher can work with to commence confidential discussions and implementation of support mechanisms if required.

An established performance review system also exists to enable staff and their line managers to discuss performance, development and other personal matters to improve staff’s job satisfaction, skill base, confidence and well-being.

The culture of the school led by SLT is one that encourages open, honest discussion, sharing of knowledge and good practices and professional support with emphasis on celebrating success. Staff have a number of sources to turn to for support at times of stress in addition to the above.

The Personnel Officer is located in her own office in the Central building and is able to provide advice, support and guidance in confidence.

The Senior Mentor oversees the development of all training and newly qualified teachers and can support and offer a wealth of experience in handling the day to day challenges of teaching.

Union representatives and Staff Governors are well known and active within school life.

3.30 Supervision

Teachers do not leave students unattended in classrooms. A team of Teaching Assistants provide additional support to certain student groups or individual students according to needs identified by the Head of Special Needs. A robust cover system exists for break times as mentioned previously in point 21. After school clubs, games and holiday revision sessions are all run by nominated, skilled teaching staff familiar with the school procedures.

3.31 Use of VDU's / Display Screens

This area is managed through the School Business Manager's office and details are available upon request from the School Business Manager and/or HR Officer.

3.32 Vehicles on Site

Communications are regularly issued to parents stressing the access controls and the need for students to be dropped off outside the school gates. Duty cover is provided at the main gate / main access route early morning, lunch time and end of the school day to oversee the traffic flow at these busy times. Speed bumps and signage is in place and clearly visible for all drivers to see and adhere to upon entering the site. Deliveries are managed as carefully as possible to avoid the peak times and the "goods in" area is located close to the main visitor's reception area to prevent large vans etc to have to enter the site any further than is necessary. Project contractors are required to drive with great caution (sometimes with a banks man) and certain other stipulations on delivery times etc are included in the project plans agreed prior to work commencing.

3.33 Violence to Staff / School Security

All visitors entering the site must sign in and out at the visitor's reception area and provide valid identification (and CRB check data where possible). Visitors must be announced and greeted by a member of staff and escorted to their meeting or to their area of work if undertaking repairs on site as mentioned previously under point 3.

46 cctv cameras are located in and around the site and the screens are monitored carefully by the Front Office Staff who in the event of an intruder will radio for assistance from the SLT and/or Premises team. The Headteacher or her SLT colleagues will take control of any emergency security situation and call for Police back up and site lock down if required.

The Caretaker secures the site after evening and weekend lettings and is fully aware of the security procedures and lone working arrangements to follow in completing his duties at these times. The Premises team members always ensure that they carry a fully charged mobile phone with them during lock up/lone working.

3.34 Working at Heights

Only trained staff are authorised to carry out high level works and the caretakers and ICT staff have received external training in the safe use of ladders and climbing towers. The ladders are inspected regularly and the climbing tower is inspected by two persons every time it is erected for use. Safety labels, barriers are used as necessary and most high level work is completed outside of the normal school hours when the bulk of the students/staff are not on site. Where this is unavoidable – a person on the ground guarding the ladder or tower is required at all times

Appendix 1 – Lone Working Policy

The school is open each term time day between 6am and 6pm. During the school holidays the hours of opening will vary and these will be published prior to each holiday and placed on the Staff Room Notice Board.

However, if you are a key holder and need to work alone in the school building outside of these hours, then the following points should be adhered to:

- The caretaker and / or Headteacher should be made aware of the fact that you are working alone on site and your intended finish time should be shared with them;
- It is important that a friend or member of your family is made aware of your whereabouts and the time when you intend to return home;
- If you have a medical condition which may require medication then ensure that you have the medicine with you;
- Whilst you are in the school all external doors should be locked;
- You should carry a mobile phone at all times whilst on site. Please ensure that it is switched on. Be sure to have the phone number with you of the caretaker or Headteacher;
- While you are working alone you should not undertake activities that carry a risk, or activities that would normally require two or more people;
- When you leave the school you are responsible for ensuring the school is secure, the front gate is locked and all the alarms are set correctly;

1 Procedures and Arrangements for Lone Working

Lone working takes places in the following way and affects the following staff members:

1.1 Caretaking/Premises Staff/Cleaners

- Daily: the caretaker on duty each morning will enter the site alone at **6am** in term time and **8am** in holiday periods and commence the opening up of the school site. He is followed in usually at approximately 6.30am by the cleaning supervisor and team.
- Daily: the caretaker on duty each afternoon/evening will secure each building in an established format from approximately **5.15pm to 6pm** finishing by setting the alarm for the evening. Some areas will remain open for evening events and external lettings.
- Daily: the caretaker on duty will return to the site to clear and secure the areas open for evening events and lettings – this is usually between **8.30pm and 9.30pm**
- Weekends: the caretaker on duty for weekend lettings will enter the site alone at agreed times to open specific areas agreed with the letting co-ordinator for weekend letting events. He will return again to secure these areas at the completion time of the letting. This usually happens between the hours of 9am and 5pm
- Ad-hoc: the caretaker on duty will be required to return to site at a later time in the evening i.e. 10pm to 12 midnight for events such as election days, social / party type bookings in the main hall. These are infrequent with perhaps 2 or 3 happening across the course of a full year.
- Cover: in the event of short notice cover due to illness etc the Premises Manager, Cleaning Supervisor or standby Caretaker may be requested to undertake the above duties and fulfil the lone working activities.
- Holidays: sometimes the cleaning supervisor and staff will be the first to arrive to make an early start from 6.30am before the caretaker arrives at 8am. The supervisor will open the main gate, main front door, deactivate the alarm and proceed to open the immediate areas for cleaning purposes.

1.2 Senior Mgt Team (SLT)

- Regular access is required for afterhours meetings - usually the staff involved would vacate at the same time however there may be evenings when one member of staff leaves last and on their own ie. Head teacher or Bursar.
- Ad-hoc access is required for work at peak times during weekends and/or holiday periods.

1.3 Emergency Response Team (ERT)

As required any individual/s (SLT, Premises Manager or Caretaker) listed on the emergency call out sheet may need access in an emergency call out situation where the resident caretaker is unable to attend due to illness, holiday leave etc or where the situation requires SLT management and control.

1.4 Teaching and Support Staff

There may be times when any member staff may find themselves working in isolation within their department – this is most likely to happen during holiday periods when staff might choose to come in to “catch up” on paperwork. A system exists whereby they are required to advise the premises manager of their plans in advance of the holiday period and also to sign in and out at the staff reception area. This enables the premises staff on duty to know of their whereabouts especially in the event of a site emergency and also for locking up purposes.

1.5 Route 4 Staff based at The Bletchingley Skills Centre on Stychens Lane

There may be times when a member of the Route 4 staff arrive alone to open up the building and to gain access to the school’s areas of authorised use. There are also occasions when staff are the last to leave either in their group or on an individual basis if working late or on site during school holiday times. Contact details: <https://www.bletchingleyskillscentre.org/contact>.

2 Safety instructions and arrangements

2.1 Caretakers/premises team

Caretaker and Premises Team are:

- **Required** to follow an established routine for opening and locking, securing the site behind you – this route is covered by recorded CCTV.
- **Required** to ensure that your family members know of your plans and anticipated time home after evening and weekend lock ups.
- **Requested** to carry a personal mobile phone fully charged and usable. It is advisable to have the number of your Line Manager, Bursar and/or Head Teacher programmed in.
- **Required** to carry the school issued personal alarm as an extra safety measure.
- **Required** not to take unnecessary personal risks – if the security company advises you that two sensors have been crossed indicating movement within a building you must telephone for Police support (most times they will already have done this), alert your Line Manager or SLT member and wait for the arrival of the Police before entering the site.
- **Advised** that in the event of only one sensor being triggered you must still respond to the incident with great caution. Assess any triggered alarm situation first by using the camera system in the front office to identify if any intruders are in or around the site and if so do not put yourself in any danger – immediately call the Police for back up and remain in a safe area until support arrives. Ensure your Line Manager or SLT member is kept informed.
- **Reminded** that in winter months, you should carry a torch and wear your heavy duty work boots / rain wear to protect you from any bad weather conditions and the risk of slips and trips (icy pathways, entrances etc).

2.2 All Other Staff (SLT, ERT, Teaching and Support Staff Including Route 4)

All Other Staff are:

- **Required** to add your name to the official listing for the holiday periods so that the premises team know of your location, time in and out etc. Route 4 staff to inform the Centre manager and Line Manager in advance where possible.
- **Required**, if attending site due to an emergency situation (SLT/ERT) to ensure the residential caretaker is informed by phone and aware of the arrangements being implemented so that he can support you on site.
- **Required** not to take unnecessary personal risks – if the residential caretaker is unavailable and the security company advises you that two sensors have been crossed indicating movement within a building you must telephone for Police support (most times they will have already done this), alert your SLT colleagues or Line Manager as appropriate and proceed to site but do not enter until the Police have arrived.
- **Advised** that in the event of the security company informing you of only one sensor being triggered please respond to the incident with great caution having alerted your SLT colleagues or Line Manager of the situation as appropriate. Upon arrival to the main building assess any triggered alarm situation first by using the camera system in the front office to identify if any intruders are in or around the site and if so do not put yourself in any danger – immediately call the Police and remain in a safe area until support arrives.
- **Advised** to ensure a member of your family/friend know of your plans and anticipated home return time.
- **Advised** to have all necessary medicines with you if a medical condition exists.
- **Required** to be vigilant whilst on site and keep all external doors secure, only opening the areas necessary at the time.
- **Requested** to carry a personal mobile fully charged and usable.
- **Required** to be extra careful in the activities undertaken when working alone and avoid work that carries a high risk (using certain equipment etc) or work that would normally need two members of staff to complete.
- **Required**, if you are the last person to leave the site, to secure the school and gate (Route 4 – secure the Youth Centre) and be extra vigilant whilst making your way to your car which should be parked in a space as close as possible to the front staff entrance.