



## **GOSDEN HOUSE SCHOOL ACCESSIBILITY POLICY**

*Gosden House School recognises and values the contributions that parents, carers, governors and other members of the community can make. We will endeavour to encourage the wider community to understand the aims and vision of the school and to involve them wherever possible.*

### **Provision of information in other formats**


*We will endeavour, wherever possible, to provide information in alternative formats when required or requested.*

*Examples of this are by using email, royal mail, enlarged print versions, audio tapes, translations, symbolled text.*

*Adequate prior notice would be required through the school office.*

### **Accessibility to premises**

*To continue to ensure that the school building and grounds are accessible to the extended school community, pupils, staff, governors, parents and community members.*

Date of original policy	November 2013
Original school author	Business Manager/Head Teacher
Review date and SLT initial	April 2018
Next review date	September 2020
Date approved and signed in governing body meeting Signed By Chair of Govs  	8 <sup>th</sup> May Agreed by Govs Meeting
Signed by Business Manager	

## **GOSDEN HOUSE SCHOOL HEALTH, SAFETY AND WELFARE POLICY AND ARRANGEMENTS**

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

**PART 2:** Organisation and Responsibilities for Health, Safety and Welfare

**PART 3:** Arrangements and Procedures for Health, Safety and Welfare

## **PART 1:**

### **STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE**

1. The Governing Body and Head teacher of Gosden House School:
  - 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 H&S policy of Surrey County Council.
  - Require all managers, in the school community, to act in accordance with SCC/School H&S policy and procedures, and require same of persons that they supervise and take responsibility for.
  
2. The Governing Body & Head teacher will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:
  - A school/workplace 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
  
3. In support of the above, the Governing Body & Head teacher will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for the significant finding to be properly incorporated into the school's H&S procedures.

## **PART 2:**

### **ORGANISATION AND RESPONSIBILITIES FOR HEALTH, SAFETY AND WELFARE**

The following H&S organisational structure, and roles and responsibilities are approved by the Governing Body & Head teacher of Gosden House School.

#### **1. The Governing Body**

The Governing Body approves the H&S 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 H&S Policies. The Governing Body will specifically:

- 1.1 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, and
  - revision of policy/procedure
- 1.2 Nominate a Governor (H&S) as an 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.
- 1.3 Be informed and updated of Surrey County Council's H&S Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC behalf.
- 1.4 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 at this time. This report should include information on,
- Progress of the H&S targets in the SDP.
  - Accident/incident analysis
  - Relevant H&S information received from SCC or its Advisers.
  - Suggestion on future H&S initiatives.
- 1.5 Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.

## 2. Head teacher

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

- 2.1 The contents of this policy are brought to the attention of all relevant persons.
- 2.2 A process for risk assessments is applied within the school, and that:
- All appropriate areas/activities are covered,
  - Appropriate control measures are implemented, and that
  - Assessment are monitored and reviewed as necessary.
- 2.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- 2.4 Appropriate staffing levels for safe supervision are in place.
- 2.5 An adequate schedule of inspection & maintenance is in place to ensure the place of work is in a safe condition and provides a safe working environment. Inspection and maintenance will include:

- The fabric of the building.
  - Play equipment.
  - Fire appliances.
  - Boiler/heating systems.
  - Portable electrical appliances.
  - Water systems.
  - First Aid/medical facility and equipment.
  - Premises staff equipment.
  - Curriculum specific e.g. gymnasia and fume cupboards
- 2.6 An adequate needs analysis of H&S training is undertaken for schools staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
- Head teacher 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
  - Lifting and Handling
  - Working at heights,
- and any further specific H&S training identified by the training needs analysis as being necessary and appropriate.
- 2.7 Adequate and easily retrievable health and safety training records are available and up to date.
- 2.8 The school secures and maintains an arrangement for obtaining competent H&S advice from Surrey County Council as required by the management of H&S regulations.
- 2.9 A termly H&S report is provided to Governors.
- 2.10 The school cooperates and participates in the County's H&S monitoring arrangements.
- 2.11 A school's Educational Visits Co-ordinator is appointed and trained accordingly.
- 2.12 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.14 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.

- 2.15 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the mean of escape.
- 2.16 The Deputy Head is suitably instructed to take day to day responsibility for H&S in the absence of the Head teacher.
- 2.17 The Head teacher may delegate functions to other or single members of staff (e.g. an H&S Coordinator) who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with. The Head teacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

### **3. Line Managers**

Managers in charge of Curriculum Areas/Departments/Staff are responsible to the Head teacher for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

- 3.1 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.
- 3.2 All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the school's procedure.
- 3.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- 3.4 Any equipment/appliance which has been identified as being unsafe is removed from service.
- 3.5 H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Head teacher and a report is provided where necessary.
- 3.6 The H&S training needs of staff are identified and the Head teacher informed accordingly.
- 3.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- 3.8 New transferred and temporary staff receive appropriate H&S induction training.
- 3.9 First aid provision is adequate.
- 3.10 Pupils are given relevant H&S information and instruction.
4. Teaching Staff [Including supply]

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

- 4.1 Effective and appropriate supervision of the pupils that they are supervising.
- 4.2 That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- 4.3 That they are conversant with the school's H&S policy and any arrangements specific to their own department.
- 4.4 They know the emergency procedures.
- 4.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- 4.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.
- 4.7 That they report any defective equipment to the relevant person.
- 4.8 All accidents and incidents are reported and reviewed or investigated.

## **5. Estates Manager**

The Estates Manager is responsible to the Head teacher and in particular will ensure:

- 5.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- 5.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- 5.3 That periodic H&S inspections are carried out at a timescale agreed by the Head teacher paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. (These may also be carried out with the designated H&S governor and Business Manager on a Termly basis.)
- 5.4 That persons they supervise only undertake work for which they are competent.
- 5.5 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.
- 5.6 That all staff work in accordance with safe working practices issued by the school, the County Council etc.

## **6. Health and Safety Co-ordinator**

The Head teacher may appoint or nominate a Health & Safety Coordinator to carry out H&S

functions and maintain an overview of the H&S organisation & management of the school, and report to the Head teacher accordingly.

- 6.1 Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Head teacher where necessary.
- 6.2 Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Head teacher of any deficiencies.
- 6.3 Carrying out, with the Head teacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- 6.4 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 6.5 Advising the Head teacher 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.
- 6.6 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- 6.7 Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- 6.8 Reporting to the Head teacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- 6.9 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- 6.10 Ensuring that all Senior Managers (including Heads of Departments) are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

## **7. 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:

- 8.1 Participate in the school's risk assessment process and comply with findings.
- 8.2 Report any defects in the condition of the premises or equipment of which they become aware.



- 8.3 Report all accidents/Incidents in accordance with the school's procedure.
  - 8.4 Be familiar with the procedure to be followed in the event of a fire/emergency.
  - 8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.
  - 8.6 To follow all relevant codes of safe working practice and local rules.
  - 8.7 To report any unsafe working practices to their Line Manager.
- 10. Health and Safety Committee** has been deemed unnecessary

Health and Safety issues are regularly discussed at staff meetings (both teachers and support staff). Health and Safety issues of immediate concern are also brought to the attention of the school, by staff, through the morning Briefing Meetings.

### **PART 3:**

### **ARRANGEMENTS AND PROCEDURES FOR HEALTH, SAFETY AND WELFARE**

The following procedures and arrangements 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:

**1. Access Control/Security**

The main reception has a secure release door and an ample view of any visitors before entrance to the foyer is permitted. The Reception is staffed at all times. There is a signing in book and badges are provided for visitors.

Visitors are provided with information on Fire Evacuation, Health and Safety, Whistle blowing, through an information leaflet. This also alerts them to request a Personal Emergency Evacuation Plan if they deem this necessary.

To improve security the reception staff have been re-located in a main front office enabling it to be staffed at all times and it now has a hatch/additional barrier between staff and visitor. A second electronic release door increases security from the foyer to the main building.

**2. Accident Reporting, Recording & Investigation**

The Head of Care is responsible for reporting, recording and investigating any accidents. These are reported to the Business Manager who will review the incident in full and report it to the County Council via the on-line accident/incident reporting system OSHENS. The Head of Care and the Business Manager will discuss whether any further action is required. The Estates Manager will be responsible for reports under RIDDOR, and will report to the Business Manager who will monitor the recording and investigation of any issues.

### **Asbestos**

The Estates Manager is responsible for the safe keeping of the Asbestos Survey Record. He must ensure contractors and others such as site supervisors etc. have sight of the survey prior to starting any work on the premises. He must ensure nothing is affixed to any walls before checking the survey. He must ensure staff know how to report damage to asbestos materials. The Estates Manager must review the emergency plan in case of asbestos disturbance.

### **3. Contractors**

Contractors are selected using the LA recommended providers and under financial expediency through request for tendering under a uniform job description/criteria of works. The Estates Manager will undertake arrangements for the induction of contractors, arrangements to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings. The Estates Manager will be responsible for monitoring contractors' working methods, how staff should report concerns and who to, liaising with County Property.

### **4. Curriculum Safety [including out of school learning activity/study support]**

Teaching Staff are required to undertake suitable written risk assessments prior to commencing hazardous activities, specification of staff qualification requirements to teach certain activities, refer to any health and safety publications adopted by the school which staff must be familiar with e.g. the BAALPE document "Safe Practice in Physical Education and School Sport" for PE.

### **5. Drugs & Medications**

Requests for medicines to be administered in school must come in writing from parents and medications, must come in the original prescribed packaging with the pharmacy label attached to the packaging. Medicines will be taken directly to the Head of Care who will log the medication and ensure it is locked in the medicines cabinet in the medical room except for emergency Epilepsy meds which are kept in the front admin office. The medicine room and cabinet is where the folder entitled "Pupils' Health and the Administration of Medicines" is located (i.e. in the Medical Room – opposite Year 9 classroom, 2<sup>nd</sup> floor "annexe"). Please also refer to the Drug Storage and Administration policy.

### **6. Electrical Equipment [fixed & portable]**

The Estates Manager will be responsible for overseeing the annual PAT testing of all electrical equipment. They will maintain a record of all equipment and this will be kept with the School's Business Manager. The Business Manager will be responsible for ensuring that all new staff are aware that they cannot bring electrical equipment into school without the agreement of the Estates Manager and that they cannot use any equipment that has not been PAT Tested, furthermore that staff are responsible for checking that any equipment they use is PAT tested and in date. The Estates Manager has a reporting book into which any faulty equipment will be noted.

### **7. Fire Precautions & Procedures (and other emergencies)**

The Estates Manager is responsible for undertaking & reviewing fire risk assessment, frequency and arrangement of drills. The Estates Manager is responsible for procedures to be followed, staff with special responsibilities e.g. fire marshal etc., assembly points, maintenance of fire exits /escape routes, maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, testing of break glass points, testing of emergency lighting etc.

**8. First Aid**

THERE is currently 1 First Aider –Head of Care Divi Dunn.

There are 4 staff about to have First Aid training.

Helen Marshall, Debby Brown, Naomi Hall, Robin Harrison.

First Aid boxes are in the Medical Room and in corridor leading to Boys' Toilets (near playground); in Staff Room; Admin Office and Estates Workshop. The Head of Care is responsible for checking & restocking these.

The Reception staff will summon ambulances and the Head of Care or a member of the class staff or parent will accompany children to hospital. COSHH information will be kept in Reception so that data sheets can be issued immediately to Ambulance staff/paramedics if needed.

**9. Glass & Glazing**

All glass in doors, side panels to be safety glass, where possible, in line with conservation regulations. Where safety glass cannot be fitted – safety film will be fitted. All replacement glass to be of safety standard, assessment of premises to establish compliance.

**10. Hazardous Substances**

Rules on selection and use of substances, hazard data sheets, CLEAPSS Hazards location, risk assessments, staff training in safe use, selection & use off protective equipment, storage arrangements, staff health surveillance, use of mechanical controls details are kept in the Estate Manager's office.

Health and Safety Advice

The school subscribes to the Babcock 4S Health and Safety SLA.

**11. Housekeeping, cleaning & waste disposal**

Premises are kept clean, rubbish is regularly (daily) disposed of in external Surrey County Council waste bins, which are located in the back kitchen courtyard. Care is taken to wrap glass and other sharp objects before disposal. Cones and notices are employed to make staff and children aware that floors have been recently cleaned and are a slip hazard.

**12. Handling & Lifting**

Arrangements for identification of all activities involving lifting/handling, risk assessments to identify precautions to minimise manual handling tasks, staff training in manual handling are complete and the responsibility of the Estates Manager. Staff training has been carried out in the “Positive Touch” programme for the handling and lifting of pupils. Further training needs will be assessed by the Estates Manager and Head of School. Courses will be identified and a log of training received will be kept by Debby Brown and held in the administrative office

**Jewellery**

Surrey County Council guidelines are followed and all jewellery must be removable for PE.

**13. Lettings/shared use of premises**

Surrey County Council guidelines are followed for all lettings and shared use. Copyright licenses have been obtained.

**14. Lone Working**

Safe working practices/rules for staff who work alone have been discussed with staff. All staff have agreed to ensure that they do not work at school without a member of family or friend knowing. No high risk activities will be undertaken by lone staff.

**15. Long Term Evacuation Plan**

In the event of the need to evacuate the school building/grounds the Schools Emergency Plan will be followed. Copies of the plan are always available in: the Head teacher’s office, the front admin office, the Business Managers office and the Estate Managers office.

**16. Maintenance / Inspection of Equipment**

All PE + DT equipment is serviced annually by Surrey County Council contract. Fire alarms and smoke detectors serviced quarterly.

**17. Monitoring the Policy**

The Business Manager and Health + Safety Governor carry out workplace inspections, monitor the implementation of the Health + Safety Policy by staff, monitor accident reports/trends and complaints.

**18. Personal Protective Equipment (PPE)**

The Estates Manager is responsible for the selection of equipment which is suitable, arrangements for periodic checking and maintenance of equipment, ensuring proper use, supervision. PPE is to be provided free of charge where risk assessment determines it to be necessary.

**19. Playground Safety**

As in Playground Risk Assessment

- 20. Reporting Defects**  
Work requests should be filled in the estates black book in the front admin office. The defects will be repaired by the school's maintenance team or reported by the Estates Manager to the SCC help desk.
- 21. Risk Assessments**  
The Head teacher is responsible for ensuring RA's are undertaken. Risk Assessment forms are available from the admin office and must be signed by a member of the SLT. The Head teacher and Deputy Head are responsible for periodic reviewing of RAs.
- 22. School Trips/ Off-Site Activities**  
Staff have received information with regard to when they need to seek approval from the Local Authority through the EVC for any hazardous activity, this being any activity where by the pupils are going to be by open water or involves the use of equipment / facilities / activities, for which the staff member does not have personal qualifications / expertise. This will also include any residential trips or day trips overseas. The school has 2 EVCs, Cindy O'Sullivan and Emily Mainwaring. All EVC visits will need agreement from the Head teacher. All EVC visits will be submitted to the LA a minimum of 2 weeks prior to the event. Also refer to the Educational Visits policy.
- 23. School Transport**  
The admin team is responsible for driver license requirements and for keeping a log of authorised drivers
- 24. Smoking**  
Gosden House is a non-smoking site and there are no facilities for smoking on the grounds.
- 25. Staff Consultation**  
A Health and Safety Committee was deemed unnecessary. However, there should be a general suggestion box – to be followed up at full staff meetings.
- 26. Staff Health & Safety Training and Development**  
Head of Care is responsible for all new staff induction. All new staff will receive a copy of the Health and Safety policy. The Estates Manager is responsible for establishing minimum health and safety competencies for activities carried out by maintenance staff and the Head teacher is responsible for staff and pupils.
- 27. Staff Well-being / Stress**  
School and county arrangements are in place for supporting staff. SCC's Occupational Health department are consulted for advice and appropriate procedures.

- 28. Supervision** [including out of school learning activity/study support]  
Pupils must not be left unattended. At all times when in care of school e.g. break times, there will be adequate staff/pupil ratios. The agreed ratios for school trips is a minimum of 1 : 4. The Business Manager is responsible for arranging (via SCC) and maintaining the record requirements for criminal conviction clearance (Disclosure and Barring Service – DBS) .
- 29. Use of VDU's / Display Screens**  
The school follows the Surrey County Council guidelines.
- 30. Vehicles on Site**  
All deliveries during school hours must be supervised at all times. All cars must park in designated areas. In the mornings - taxis and minibuses must drop pupils off at specified drop-off point. In the afternoons collecting taxis/minibuses must arrive on the playground and remain parked until all pupils are safely seated in vehicles. Access bar to playground will be closed at 2.55pm and only re-opened when all children are safely in vehicles. Pupils will always be supervised when walking near parked cars. All pupils will follow safety instructions for walking around the mini-roundabout (i.e. follow designated safe footpath).
- 31. Violence to Staff / School Security**  
All visitors must sign in at front desk and wear identity badge until leaving the building. All parents/taxi drivers should use the front entrance when delivering children who are late or arriving outside normal hours. All staff must sign in and out if leaving site during working hours. All doors and windows should be secured at the end of the working day. The Estates Manager is responsible for an evening security check of external doors and windows. All staff will report any acts of verbal or physical violence on appropriate Incident Forms, available from admin office or on-line.
- 32. Working at Height**  
Paul Hanford and Brian Hockley have attended the course “Working at Height” and can advise staff. The Estates Manager is responsible for inspecting and recording checks on school access equipment - aluminium steps, ladder and tower scaffold,
- 33. Work Experience**  
The Deputy Head is responsible for arrangements for assessing potential work placements. Divi Dunn, Head of Care is responsible for the arrangements for induction and supervision of students on work placement within Gosden House. County guidelines are followed in each instance.