



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.

HEALTH, SAFETY AND WELFARE POLICY

This policy is based on a SCC Model Policy

Date of original policy	November 2013
Original school author	Business Manager/ Head teacher
Review date and SLT initial	March 2024 - COS
Next review date	March 2025
Date approved and signed in governing body meeting Signed By Chair of Govs Pat Adams 16.5.2024	

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Part 1: Health and safety policy statement

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- Senior leaders
- All employees
- Safety representative
- Health and safety committee

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Part 1:

Statement of general policy on health, safety, and welfare

The Governing Body and Head Teacher of Gosden House School:

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

Part 2:

Organisation and responsibilities for health, safety, and welfare

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

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

The Governing Body

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

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

1. The governing body will specifically:
 - 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 head teacher 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. The governing body will take all reasonable measures to ensure that:
 - The premises and equipment on site are safe and do not put the health or safety of staff, pupils, or visitors at risk while they are on the premises
 - They will make adequate provision for maintenance of the school premises and equipment.

Head Teacher

As senior manager for the premises, and of all on and off-site school related activities, the head teacher is responsible for the day-to-day management of health and safety. They will advise the 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 is 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 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:
 - The fabric of the building
 - Play equipment
 - Fire appliances
 - Boiler/ heating systems
 - Portable electrical appliances
 - Water systems
 - Water features and safety around ponds
 - First aid/ medical facility and equipment
 - Premises staff equipment
 - Curriculum specific
 - D&T room and facilities

8. An adequate needs analysis of health and safety training is undertaken for school staff and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
 - Head teacher health and safety awareness
 - 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 co-ordinator
 - 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 co-operates 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.
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 head teacher is the responsible person as required by the Regulatory Reform (Fire Safety) Order 2005.

A school health and safety committee is established in accordance with the school policy. The head teacher may delegate functions to other staff (e.g., a health and safety co-ordinator), who may be tasked with the health and safety 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.

Deputy Head Teacher

The deputy head teacher will take on the above responsibilities in the absence of the head teacher. Assistant heads can provide support to the deputy head who retains overall responsibility.

Senior Leaders

1. Leaders 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. 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, and 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.
 - Health and safety inspections are carried out within their areas of responsibility within a timescale agreed with the head teacher, and a report is provided to them where necessary.
 - The health and safety training needs of staff are identified and the head teacher informed accordingly.
 - Staff are properly consulted on any matters that may affect their health or safety whilst at work.
 - New transferred and temporary staff, including agency workers, receive appropriate health and safety induction training.
 - First aid provision is adequate.
 - 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:

1. Effective and appropriate supervision of the pupils that they are supervising.
2. That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
3. They are familiar with the school's health and safety policy and any arrangements specific to their own department.
4. That emergency procedures in respect of fire, emergency evacuation, emergency lockdown and security, and first aid are carried out.
5. 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.

6. 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.
7. They report any defective equipment to the relevant person, such as the site manager, of the premises team.
8. All accidents and incidents are reported, including near misses, and the correct reporting procedure is followed.

Site Manager

The site manager is responsible to the head teacher/ business manager 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 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 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. Ensure that all contractors on site are aware of the emergency evacuation procedures and have sight of the school health and safety policy as appropriate to their work.
8. Ensure that all contractors view the asbestos register prior to commencing works that may involve working in areas with the potential of disturbing asbestos.
9. Inform all contractors of any known hazards which might affect them whilst at work.

Health and Safety Co-ordinator

1. The health and safety co-ordinator will carry out specific functions which may include:
 - Having an overview of the school's health and safety policy and arrangements, bringing amendments to the attention of the Head teacher where necessary.
 - Overseeing and supporting the school's risk assessment/ risk management process and advising the head teacher of any deficiencies.
 - Carrying out, with the head teacher and others as appropriate, the school's accident/ incident recording, reporting, and investigation arrangements.
 - Arranging termly evacuation drills and weekly fire alarm tests etc.
 - Advising the Head teacher 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.
 - Arranging for the repair, replacement, or removal of any item of furniture or equipment which has been identified as unsafe.
 - Coordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
 - Reporting to the head teacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.

- 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 senior leaders are kept informed of the names and details of those persons appointed to provide competent health and safety advice.
- Carry out health and safety functions in school and maintain an overview of the health and safety organisation and management of the school, and report to the head teacher 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

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/ head teacher is notified in writing of an appointment, the safety representative shall have the following functions:

1. To investigate potential hazards, dangerous occurrences and examine the causes of accidents and near misses in the workplace.
2. To investigate complaints by any employee they represent relating to that employee's health, safety, or welfare at work.
3. To make representations to the Head teacher on matters affecting the health, safety, and welfare of employees.
4. To carry out workplace health and safety inspections, subject to reasonable notice to their line manager, and present findings to the Head teacher.

If two or more union-appointed health and safety representatives request in writing that you set up a health and safety committee, you must do so within three months of the request.

Names of trade union appointed safety representatives

Name	Union	Area Covered
Holly Hayward	NEU	Teachers' rep
Charlotte Almond	NEU	Teachers' rep
Marion Dunn	Unison	Support staff rep

Health and Safety Committee

The school has established a health and safety committee which meets termly. The main purpose of the committee is to consult with staff on health and safety issues and agree health and safety procedure. Minutes of the health and safety committee are copied to governors for termly governing body meetings. Membership of the health and safety committee may include:

- Head teacher: Cindy O'Sullivan
- Governor representative: Peter Gunn
- Health and safety coordinator: Karen Harris
- Staff safety representative: Germana Baldini
- Site manager: Adam Day
- Caterer in charge: Mel Day

It is a legal requirement to consult with employees on health and safety issues. A safety committee is where formal consultation with employees takes place, but individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns.

Health and safety is a standing item on all staff meeting agendas.

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 by staff. The arrangements and procedures have been established within our school to eliminate or reduce health and safety risks to an acceptable level, and to comply with minimum legal requirements. Arrangements that are detailed in existing policies are referenced under the relevant section.

1. Accident and near miss reporting, recording and investigation

The head teacher or the responsible person will log an incident and/ or report to SCC where applicable. All accidents are reported in the appropriate logbook located in the Office and online accident/ incident reports are made through OSHENS.

(surreycc.oshens.com/Login/Default.aspx) including reporting RIDDOR when required.

Guidance is available on the Surrey Education Services website

(surreyeducationservices.surreycc.gov.uk). Queries are directed to the SRM team at srm.hands@surreycc.gov.uk.]

2. Asbestos

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

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 Site 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 Site Manager will be responsible for monitoring contractors' working methods, how staff should report concerns and who to, liaising with County Property.

4. Control of safe handling and use of hazardous substances

Rules on selection and use of substances, hazard data sheets, CLEAPSS Hazcards location, risk assessments, staff training in safe use, selection & use of protective equipment, storage arrangements, staff health surveillance, use of mechanical controls details are kept in the Site Manager's office. Cleaning materials are stored in a locked room on the corridor leading to the SaLT Office, with access for cleaners, site manager and SBM.

5. Curriculum safety

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

6. Display screen equipment

All staff using display screens as a substantial part of their role are familiar with safe working practices, and the importance of taking regular breaks. Workplace assessments are arranged or carried out by the School Business Manager.

7. Electrical equipment

PAT testing is carried out annually, with additional fixed wiring tested every 5 years. All faults are logged and reported to the head teacher by a written report, and through examination by a competent person, who maintains the record of inspection. 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 Sites 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. Defective equipment is reported to the SCC property help desk or a nominated contractor and put out of use until an inspection and repair is carried out.

8. Emergency procedures

Are outlined in the Emergency Plan.

9. Fire precautions and procedures

Refer to the Emergency Plan, and Fire and Lockdown protocols. The Site Manager is responsible for undertaking & reviewing fire risk assessment, frequency and arrangement of drills. The Site 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.

10. First aid

Names of trained appointed first aid staff are displayed in communal areas around the school. First Aid boxes are in the Medical Room and in corridor leading to Boys' Toilets (near playground); in Staff Room; Admin Office and Site Workshop. The First Aiders are responsible for checking & restocking these. The Reception staff will summon ambulances and 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.

11. Glass and glazing

All glass in doors, side panels are safety glass, or fire rated if within a fire door, all replacement glass to be of safety/ fire standard, assessment of premises to establish compliance. Routine part of termly health and safety inspection of the premises includes review of glass status (i.e., chipping, cracking etc). Where glass cannot be replaced due to Grade II listing it is covered with a protective film if in a dangerous location (ie can be accessed easily by children).

12. Health and safety advice

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

13. Housekeeping, cleaning, and waste disposal

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.

14. Infection control

The school follows DfE guidance <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities> when responding to infection control issues and encourages staff and pupils to follow good hygiene practice. Arrangements for managing a range of common and important infections are implemented with guidance available from regional health authorities. The assistant head teacher is responsible for carrying out and monitoring safe procedures and risk assessments within the school, and communicating to staff, visitors and pupils following guidance changes.

15. Jewellery

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

16. Lettings/ shared use of premises

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

17. 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. The sign-in system is used for out-of-hours access.

18. Long term evacuation plan

Refer to Emergency Plan. Copies of the plan are always available in: the Head teacher's office, the front admin office, the Business Manager's office and the Site Manager's office.

19. Maintenance of equipment

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

20. Management of medicines

Refer to Managing Medicines policy.

21. Manual handling

Site staff involved in lifting and shifting are trained, and risk assessments are in place. The school follows SCC guidance on pupil restraint and physical intervention. Some staff have additional training in de-escalation and physical restraint (MAPA and Team Teach), and use according to agreed procedures in individual behaviour plans.

22. Personal Protective Equipment (PPE)

The Site 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 provided free of charge where risk assessment determines it to be necessary.

23. Playground safety

Outlined in Playground risk assessment.

24. 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.

25. School trips/ off-site activities

Refer Educational Visits policy.

26. 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.

27. Smoking

Is not permitted on site, in line with SCC staff Code of Conduct.

28. Staff health and safety training

Termly Health and Safety briefings are given to all staff. The induction pack and induction procedure includes Health and Safety advice.

29. Staff wellbeing / stress

School and SCC arrangements are in place for supporting staff including Occupational Health and the Employee Assistance Programme (Care First). The Head teacher actively promotes a good work-life balance and this remains an area of focus for the school in looking at improving the health, safety, and wellbeing of all staff members. Refer Staff Wellbeing policy.

30. Trees

The site manager is responsible for the monitoring of all trees on site and, using the Arboriculture Survey Report, conducts an annual inspection with an approved contractor. SCC are notified of any remedial/ emergency works.

31. 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 gate to playground will be closed at 2.45pm 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).

32. Violence/ 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 Site Manager is responsible for an evening security check of external doors and windows. All staff will report any acts of verbal or physical violence to SLT or on CPOMS.

33. Water management (Legionella)

The school complies with legislation surrounding water management as detailed in the COSHH Regulations and Approved Code of Practice L8. A water risk assessment is undertaken by an external specialist periodically, and when significant changes have occurred to the water system and/ or building footprint. The external specialist is responsible for ensuring that the identified operational controls are conducted and recorded. The risks from legionella are mitigated by the following control measures: Monthly temperature checks, weekly flushing of

outlets and emergency eye washes, cleaning and descaling of shower heads and taps etc. The Site Manager is trained in Water Management.

34. Working at height

Working at height **should be avoided wherever indicated** by the risk assessment and wherever a suitable alternative course of action is available. Work at height should never be carried out alone and should always be supervised. Training is provided for staff using steps and ladders and other work at height duties, as required, rules on using access equipment, arrangements for inspecting and recording checks on access equipment, restrictions on use by pupils, contractors etc. All site staff have working at height instruction. If considerable working at height is required, specially trained contractors are used.

Appendix A: Risk assessments and guidance

List of risk assessments, policies, and procedures to complement this policy, which are available from the Health and Safety area on Surrey Education Services hub:

COSHH

Manual handling

Moving and handling

Violence at work

PE Gymnastics

Water safety

Stress

Adverse weather

Outdoor education and off-site trips and visits

Animals in schools

Breakfast club

Contractors on site

Lone working

New and expectant Mothers

Oak processionary moth

Events

Playground

Pond features

Site assessment

Temporary mobility difficulties

Traffic management

Trampolining

Working at height

Forest school

Appendix B: Linked policies

Child Protection and Safeguarding

Code of Conduct

Design and Technology H&S

Educational Visits

Emergency Plan

Lettings

Medical

Menopause

Moving and Handling

Relational Support (Behaviour)

Self-harm

Staff wellbeing

Whistleblowing