

HEALTH, SAFETY & WELFARE POLICY

- Part 1: Statement of General Policy on Health, Safety and Welfare
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To comply with the Health and Safety at Work etc Act 1974, Section 3:

(3) ...it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.

Reigate School is an Academy and part of the Greensand Multi-Academy Trust (“the Trust”). This Policy accepts the general statements of policy issued most recently by Surrey County Council (SCC). Reigate School has decided to adopt the Council’s guidance.

This H&S Policy has been updated to specifically reference the COVID-19 pandemic, and the continuing responsibility of School’s Management /Governors to implement within school all authoritative guidance as explained by Public Health England (PHE)/Department for Education (DfE), to ensure so far as is reasonably practicable, the continuing safety and welfare of the school community at this time.

The School Management/Governors will issue guidance and instruction to school staff as is necessary and appropriate and monitor/supervise safe working arrangements accordingly. Further explanation of these responsibilities is outlined under “Infection Control” in part 3 of this Health & Safety Policy.

PART 1

STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE

1. The Governing Board & Head of School of Reigate 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, Safety & Welfare Policy of Reigate School;
 - require all managers in the school community to act in accordance with the school's Health, Safety & Welfare Policy and procedures, and require the same of persons that they supervise and take responsibility for.

2. The Governing Board & Head of School will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant Health & Safety 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 Board & Head of School 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 Health & Safety procedures.

Brett Hamblin
Chair of Governors

Matthew Alexander
Head of School

PART 2

ORGANISATION AND RESPONSIBILITIES FOR HEALTH, SAFETY AND WELFARE

The following Health & Safety organisational structure, and roles and responsibilities are approved by the Governing Board & Executive Principal/Head of School of Reigate School.

1. The Governing Board

The Governing Board approves the Health, Safety & Welfare Policy of the school and monitors its successful implementation. The Governing Board further ensures, as administrators of the school's delegated budget, that sufficient and appropriate resources are allocated to implement the Health, Safety & Welfare Policy. The Governing Board 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;
 - revision of policy/procedure.
- 1.2 Nominate a Governor (Health & Safety) as a Health & Safety link between the Governing Board and the wider school community, who will keep up-to-date with school Health & Safety initiatives and inform the Governing Board accordingly.
- 1.3 Be informed and updated of Health & Safety policy, and receive advice and support from relevant Officers or Advisers acting on SCC behalf as part of the buy back.
- 1.4 Ensure that Health & Safety is an agenda item on Full Governing Board termly meetings, and receive a termly Health & Safety Report from the Head of School at this time. This report should include information on:
 - Progress of the Health & Safety targets in the SDP;
 - Accident/incident analysis;
 - Relevant Health & Safety information received from the Department for Education (DfE), Surrey County Council (through Buybacks) or through the Trust's central team;
 - Suggestions on future Health & Safety initiatives.
- 1.5 Facilitate any necessary review of the school's Health, Safety & Welfare Policy and procedure as may become apparent via the strategies above.

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2. Legislation

This Policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings;
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees;
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training;
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health;
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept;
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test;
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register;
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff;
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height;

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

This Policy complies with our Funding Agreement and Articles of Association.

3. Head of School

As Senior Manager for the premises, and of all on and off site school related activities, the Head of School is responsible for the day-to-day management of Health & Safety. The Head of School will advise Governors of any Health & Safety 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 of School will ensure that:

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- 3.1 The contents of this Policy are brought to the attention of all relevant persons.
- 3.2 A process for risk assessments is applied within the school, and that:
- All appropriate areas/activities are covered (as per the “core” Risk Assessment schedule attached, together with any risks identified as specific to the school);
 - Appropriate control measures are implemented; and that
 - Assessments are monitored and reviewed as necessary.
- 3.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this Policy.
- 3.4 Appropriate staffing levels for safe supervision are in place.
- 3.5 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;
 - Equipment;
 - Fire appliances;
 - Boiler/heating systems;
 - Portable electrical appliances;
 - Water systems;
 - First Aid/medical facility and equipment;
 - Premises staff equipment;
 - Curriculum specific e.g. gymnasias, fume cupboards and DT equipment.
- 3.6 An adequate needs analysis of Health & 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:
- Executive Principal/Head of School and Business Director awareness;
 - Health & Safety Induction training (all new and temporary staff);
 - Emergency/Fire Training for the whole school community;
 - First Aid;
 - Risk Assessment;
 - Lifting and Handling;
 - Working at heights; and
 - any further specific Health & Safety training identified by the training needs analysis as being necessary and appropriate.
- 3.7 Adequate and easily retrievable health and safety training records are available and up to date.
- 3.8 The school secures and maintains an arrangement for obtaining competent Health & Safety advice as required by the management of Health & Safety regulations.

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- 3.9 Arrangements are in place for termly evacuation drills and weekly fire alarm tests etc.;
- 3.10 A termly Health & Safety Report is provided to Governors.
- 3.11 The school cooperates and participates with any DfE monitoring requirements.
- 3.12 A school's Educational Visits Co-ordinator is appointed and trained accordingly.
- 3.13 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 3.14 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 3.15 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- 3.16 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the mean of escape.
- 3.17 An appropriate Deputy is suitably instructed to take day-to-day responsibility for Health & Safety in the absence of the Executive Principal/Head of School.

The Head of School may delegate functions to other or single members of staff (e.g. a Health & Safety Co-ordinator) who may be tasked with the Health & Safety administrative arrangements for ensuring the above responsibilities are complied with. The Head of School will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

4. Business Manager

The Business Manager will take on the above responsibilities in the absence of the Head of School.

5. Line Managers

Managers in charge of Curriculum Areas/Departments/Staff are responsible for ensuring the application of this Policy within the individual areas that they control. In particular, Line Managers will ensure that:

- 5.1 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;
- 5.2 All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the school's procedure;

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- 5.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency;
- 5.4 Any equipment/appliance which has been identified as being unsafe is removed from service;
- 5.5 Health & Safety inspections are carried out within their areas of responsibility within a timescale agreed with the Business Manager, and a report to the Head of School is provided where necessary;
- 5.6 The Health & Safety training needs of staff are identified and the Head of School informed accordingly;
- 5.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work;
- 5.8 New transferred and temporary staff receive appropriate Health & Safety induction training;
- 5.9 First aid provision is adequate;
- 5.10 Students are given relevant Health & Safety information and instruction.

6. Teaching Staff (including supply)

Teaching staff are responsible for the health & safety of all children under their control and in particular must ensure:

- 6.1 Effective and appropriate supervision of the children that they are supervising;
- 6.2 That appropriate safety instructions are given to all children prior to commencing practical sessions;
- 6.3 That they are conversant with the school's Health, Safety & Welfare Policy and any arrangements specific to their own department;
- 6.4 They know the emergency procedures;
- 6.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue;
- 6.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice;
- 6.7 That they report any defective equipment to the relevant person;
- 6.8 All accidents and incidents are reported and reviewed or investigated.

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7. Premises Staff

The Premises team is responsible to the Business Manager, and in particular will ensure:

- 7.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- 7.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger;
- 7.3 That periodic Health & Safety inspections are carried out at a timescale agreed by the Business Manager, 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 Governors, the Health & Safety Co-ordinator etc.);
- 7.4 That persons they supervise only undertake work for which they are competent;
- 7.5 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;
- 7.6 That all staff work in accordance with safe working practices issued by the school and any outside safety agencies, for example CLEAPS for Science and Design Technology.

8. Health and Safety Co-ordinator

The Head of School may appoint or nominate a Health & Safety Co-ordinator to carry out Health & Safety functions and maintain an overview of the Health & Safety organisation & management of the school, and report to the Head of School accordingly. Specific functions of the Health & Safety Co-ordinator may include:

- 8.1 Having an overview of the school's Health, Safety & Welfare Policy and Arrangements, bringing amendments to the attention of the Executive Principal/Head of School where necessary;
- 8.2 Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Executive Principal/Head of School of any deficiencies;
- 8.3 Carrying out, with the Executive Principal/Head of School and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements;
- 8.4 Advising the Head of School and Governors of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and

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take whatever local action is necessary to minimise the risk until repairs can be arranged;

- 8.5 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe;
- 8.6 Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered;
- 8.7 Reporting to the Head of School any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources;
- 8.8 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;
- 8.9 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.

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 Health & Safety responsibilities. In particular, all employees must:

- 9.1 Participate in the school's risk assessment process and comply with findings;
- 9.2 Report any defects in the condition of the premises or equipment of which they become aware;
- 9.3 Report all accidents/Incidents in accordance with the school's procedure;
- 9.4 Be familiar with the procedure to be followed in the event of a fire/emergency;
- 9.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons;
- 9.6 To follow all relevant codes of safe working practice and local rules;
- 9.7 To report any unsafe working practices to their Line Manager.

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 internal doors to the school are closed throughout the school day and entry is by code for staff and via the receptionist for visitors. All visitors must sign in and a visitor's badge is issued. Blue lanyards indicate that visitors have valid DBS clearance and may be allowed to move freely around the school. Green lanyards indicate that visitors need accompanying around the building.

The premises staff ensure that external gates, with exception to the entrance gates, are closed throughout the school day.

Staff are encouraged to challenge any person on site who does not have visible identification.

Lock down drills are held annually.

2. Accident Reporting, Recording & Investigation

Following an accident in school or on a school trip, an injury form is completed by the teacher responsible for the lesson, leader of the trip or by the adult who saw the accident. Forms can be obtained from the Student Services Office and are returned to the HR Manager for input onto the Injury Reporting System for Reigate School (Accident Book). For more serious accidents, the form is printed and signed by the Head of School and forwarded to the Finance and Operations Director (FOD) of the Trust for further action. The FOD will report accidents to RIDDOR when appropriate.

3. Asbestos

The school's asbestos register is kept in paper form in the filing cabinet in the Finance Office and electronically. The school buys back the annual asbestos checking service through Surrey County Council as part of the inspections programme. Where asbestos is discovered, the area must be sealed off and the Business Director will contact Nick Leyton at Surrey County Council for further advice. Premises staff are aware to take specific care when drilling etc. in the older parts of the building.

4. Contractors

The school may use contractors for many purposes. Many contractors have been known to the school for a long period of time and their practices are acceptable to the school. Where outside contractors are employed, incidents and concerns are discussed with the contractor on site and the project manager. Where larger contracts are taking place, the school representatives will discuss Health & Safety issues at site meetings and will report concerns to the contractor and appointed project manager immediately.

5. Curriculum Safety

A full list of risk assessments relating to curriculum areas are available within departments and a central list is to be developed.

6. Drugs & Medications

Children are not allowed to keep any medication on their possession. The exceptions to this are inhalers for asthmatics and EpiPen for children with serious allergies. Parents must complete a medical form that has details about the medication for their child. The forms are kept in the Student Services Office. Each year group has a lockable cabinet where the medication is kept and Student Services Office have a list of everything in each cabinet. They also keep a tick list of when children take their medication. Student SIMS records contain details of children's medical conditions. The school keeps a generic stock of inhalers for use in emergencies.

7. Electrical Equipment (Fixed & Portable)

Fixed electrical inspections are undertaken every five years. The inspection is carried out by ART Ltd. Portable Appliance Testing is undertaken on a regular basis by Grant Kennedy. Not all items require testing and a list of items is made available to the contractors. In between visits, the premises team have the equipment and knowledge to deal with small scale testing. Defects are dealt with through repair or replacement. Staff members report any faulty equipment to the Premises Manager or Business Manager who will then decide whether it is an issue for the premises staff or whether a contractor is required.

8. Fire Precautions & Procedures (and other emergencies)

The school follows the guidelines set out in The Regulatory Reform (Fire Safety) Order 2005. An annual fire risk assessment is undertaken by C S Todd Ltd and general fire, health & safety matters are considered as part of all routine inspections. All rooms in the school have Fire Evacuation notices which give clear direction of what needs to be done if the fire bell rings. Please refer to the Fire Evacuation Routine & Record Book (HR manager's office) for full details concerning fire procedures. All staff receive basic fire training. Premises and selected staff receive fire marshal training.

A fire book is kept with logs of inspections and fire drills.

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The Head of School is responsible for organising termly fire drills involving all children and staff.

9. First Aid

Sue Carr is the lead First Aider (First Aid at Work qualification) and Mental Health Champion. The attached Appendix lists all staff who have received first aid training. These staff members are re-trained every three years to keep up to date with first aid regulations. The main first aid box is located in Student Services and is stocked by the SSO team. There are first aid boxes in all the Technology rooms, PE area, Science rooms, Dance/Drama Studios, Maths office and on the two minibuses. These are regularly checked by the SSO Team and Heads of Departments and are stocked with a variety of dressings. If a child or member of staff has to go to hospital and a parent/carer/family member cannot be with them, Sue Carr or Vikki Brittain attend the hospital until a member of the family arrives. In the event of Sue Carr and Vikki Brittain being absent, Rebecca Tufo will carry out this duty.

10. Glass & Glazing

Regular inspection of glass is undertaken as part of the Health & Safety check. Many of the windows in the school are double-glazed. If a door or window has a cracked pane, safety film is placed over it until full repair can be made. In the event of a piece of glass being shattered, the area may need to be boarded up,

11. Hazardous Substances

A list of hazardous substances is held in the Fire Evacuation book and by the Science Prep team. Where cleaning products come with a COSHH notice, the contents of the advice are explained to the cleaner and a copy is also provided to the HR Manager for First Aid purposes.

12. Health and Safety Advice

The school purchases the Health & Safety option from Strictly FourS and Surrey County Council. The Business Manager has attended Health & Safety briefings. Premises staff have attended courses regarding working with ladders/towers. The educational visit co-ordinator has attended a course run by Surrey County Council. The school benefits from Health & Safety advice through the Risk Protection Arrangement (RPA), its insurers, who run courses and provide information regarding Health & Safety.

13. Housekeeping, cleaning & waste disposal

The premises staff attempt to keep the site as clean as possible. Internal & external bins are emptied on a regular basis. In the event of snow, up to a week's supply of grit/salt is kept on site. Snow shovels are available for use. Where necessary, the school contracts in the use of a snow plough.

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14. Infection Control (including Coronavirus)

The school's management will undertake a specific risk assessment in accordance with combined PHE/DfE guidance and bring the significant findings of the risk assessment to the attention of all staff.

The Head of School/SLT will monitor as necessary to ensure that any and all suitable and sufficient control measures as prescribed by PHE/DfE and outlined within the school's risk assessment remain in place and are properly adhered to within the school environment.

All staff are required to make infection control a key priority and to act at all times in a way that is compliant with safe, modern and effective infection control practice as explained by the school's own specific risk assessment, and any advice and guidance issued by and within the school for the purposes of infection control.

All staff within the school have a responsibility to monitor and ensure that the children under their supervision adhere to the rules and procedures put in place to protect the whole school community from the spread of infection.

15. Handling & Lifting

At present, there are no physically disabled children on site. Premises staff are aware of the need not to overload themselves or barrows when moving goods and supplies.

16. Jewellery

Please refer to the School Uniform Policy regarding the wearing of jewellery.

17. Lettings/shared use of premises

Lettings are agreed following completion of the school's letting form. For lettings out of school hours, the school provides a telephone contact number in case of emergency.

18. Lone Working

There are occasions when premises staff are alone in the building. Procedures are in place to prevent high-risk activities taking place during this time.

19. Long Term Evacuation Plan

An Emergency Plan is in place. Copies are held by the Senior Leadership Team (SLT) and Front Office.

20. Maintenance / Inspection of Equipment

- Fire Equipment - Chubb annually
- Gym Equipment – Twelve 15 annually
- DT Equipment – Twelve 15 annually
- Emergency Lighting – ART Ltd
- Lifts- Accord through Surrey County Council
- Kitchen Ductwork – TBC as new machinery installed
- Rooflatch Systems - Gable annually
- Fume cupboard - Techomack annually
- Fire alarms - weekly premises team
- Boilers - R Frampton twice per year
- Air Conditioning- Crown Air Conditioning
- Lightning protection - EES
- Security alarm – Admiral Security
- Asbestos – Surrey CC buyback
- CCTV – ART Ltd annually
- Gutter cleaning - Enterprise
- Waste Management - Biffa twice weekly collections
- Drain inspection - Hygiene & Maintenance Annually
- MOT/Service Mini bus – Fleet Complete Limited
- Fixed electrical inspections – ART – every five years
- Electrical testing PAT – Grant Kennedy
- Environmental Health - the school Canteen is inspected annually by Reigate and Banstead Council
- The loft ladder – internal inspection

21. Monitoring the Policy

The Business Manager and Premises Manager carry out termly Health & Safety Inspections. The Governing Board receive a Health & Safety Report at each term at a Full Governors Board meeting.

22. Personal Protective Equipment (PPE)

PPE is provided to children and staff for evening car parking duties. The stock is checked prior to any evening function.

23. Supervising Social Time

There are twenty members of staff undertaking break duty and twenty two who undertake lunchtime supervision. SLT also patrol areas and are available through radio communication. Accidents are dealt with by alerting the main first aider or Student Services.

24. Reporting Defects

All hazards should be reported to the Premises Manager who will arrange for remedial work to be undertaken.

25. Risk Assessments

The HR manager is responsible for ensuring Risk Assessments are carried out on pregnant members of staff or staff that have health problems. These are signed by the staff member involved and by the Head of School. A copy is given to the member of staff and one copy is kept in their personnel file. These are updated every term for health issues.

26. School Trips/ Off-Site Activities

Sue Carr is the Educational Visits Co-ordinator.

Staff complete a trip form which Sue Carr passes to Matthew Alexander, Head of School, (Educational Visits Officer) for authorising. If the trip is residential, forms must be authorised by the Head of School and the Executive Principal.

Permission letters or consent through Tucasi must be obtained from parents/carers before any child is allowed to attend a trip. A member of SLT will be the school-based liaison while children are out and a list of children is left in the Front Office and Student Services Office. If residential, all details of the children, including contact details of their parents/carers are left with SLT. Details of where the children are staying must also be provided as well as contact details of all the leaders. A first aider should attend the trip if the group are not going to an organised venue. Basic first aid bags should be taken on all trips and spread around the members of staff on the trip. These are available from the Student Services Office and maintained by the Admin Team.

The quota of staff to children is two adults, one of whom must be the person in charge of the trip for the first 20 children. After that it is one adult for every 15 children. On residential trips, there must be two adults for the first 20 children and one adult per 10 children thereafter. Mixed parties are always accompanied by an adult of each sex.

27. School Transport

The school minibuses can only be driven by someone who has passed the test arranged through R Mumford of SEMC training. The test is re-taken every three years. Before a test is taken, driving licences are checked for any offences that would prevent them from driving the minibuses. The Finance Team administer the diary for the minibuses and ensure that servicing and MOT is scheduled appropriately. All children must wear seatbelts and stay in their seats whilst travelling in school minibuses. No car seats for young children are put in the minibus. The insurance for the minibuses is through Arthur Gallagher, 2nd Floor, Devonshire House, Barnstable EX31 1EJ. Where external organisations use the minibuses, a DVLA check must be provided for insurance purposes.

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28. Smoking

The school has a no smoking policy.

29. Staff Consultation

Staff governors are appointed to the Governing Board. The School Council are able to pass items of concern to the SLT. Staff are encouraged to communicate Health & Safety issues directly to the Business Manager or by email to the Premises Team.

30. Staff Health & Safety Training and Development

An induction pack is provided to all new members of staff and this includes the Health & Safety Policy. The Business Manager or HR manager discuss Health & Safety issues with support staff at induction. Heads of Department explain Health & Safety issues concerning their department.

31. Staff Well-being / Stress

The school uses the Occupational Health (Team Prevent) & Personnel Services of Strictly FourS. There are also counselling, wellbeing and medical benefits available through the staff absence insurance scheme.

32. Supervision (including out of school learning activity/study support)

Teachers do not leave children unattended in the classroom. At break and lunchtimes, a robust system of supervision is in place.

33. Use of VDU's / Display Screens

A leaflet is provided to staff regarding the safe use of VDU/Display screens and an annual questionnaire is completed by users. Any member of staff who consistently uses a VDU for more than three hours per day is entitled to a free eye test every two years. The school will reimburse essential and regular users with the cost of an eye test upon production of a receipt. If glasses are required specifically for VDU use, the school will pay up to a maximum of £60 towards the cost.

34. Vehicles on Site

Deliveries are requested outside the main entry and exit times of the children. SLT members supervise the exits at the end of the school day.

35. Violence to Staff / School Security

All visitors entering the school site must sign in and provide valid identification. CCTV is in place to monitor the external areas of the site. If there is an intruder on site, the SLT will ensure that the police are alerted. The Premises staff have a routine for locking down the building.

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36. Working at Height

Premises staff have received appropriate training and the tower is labelled accordingly.

37. Work Experience

Health & Safety inspections of ad hoc work placements are carried out on behalf of the school by the Business Manager.

This Policy was approved by the Full Governing Board on Wednesday 24th March 2021

Review date: March 2023



Qualified First Aiders

Name	Qualification	Provider	Pass Date	Expiry Date
Sue Carr	Mental Health First Aider (Adults)	St Johns	29/05/2018	28/05/2021
Jane Stokes	Mental Health Lead (children)	MA level course – realtraining.co.uk	Ongoing to Jan 2020	-
Sue Carr	First Aid	Surrey County Council	02/07/2018	01/07/2021
Sue Carr	Leading a Resilient Team (Mental Health)	St Johns	21/01/2019	20/09/2021
Nikki Burrows	Leading a Resilient Team (Mental Health)	St Johns	21/01/2019	20/09/2021
Chris Harvey	Workplace First Aid Training	High Speed Training	07/04/2020	06/04/2023
Matthew Alexander	Workplace First Aid Training	High Speed Training	13/04/2020	13/04/2023
Chris Baston	Workplace First Aid Training	High Speed Training	31/03/2020	30/03/2023
Susan Wardlow	Emergency First aid Awareness	Tutor Care	22/11/2019	21/11/2022
Richie Emerson	Emergency First aid Awareness	Tutor Care	22/11/2019	21/11/2022
Ben Simmonds-Dance	Emergency First aid Awareness	Tutor Care	22/11/2019	21/11/2022
Stewart Strachan	Emergency First aid Awareness	Tutor Care	22/11/2019	21/11/2022
Simone Jones	Emergency First aid Awareness	Tutor Care	22/11/2019	21/11/2022
Kelly Corder	Emergency First aid Awareness	Tutor Care	22/11/2019	21/11/2022
Rebecca Crisfield	Emergency First aid Awareness	Tutor Care	22/11/2019	21/11/2022

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Rebecca Chevalier	Emergency First aid Awareness	Tutor Care	22/11/2019	21/11/2022
Nathan Mills	Emergency First aid Awareness	Tutor Care	22/11/2019	21/11/2022
Cheila Gomas da Silva	Emergency First aid Awareness	Tutor Care	22/11/2019	21/11/2022
Matthew Thomassen	Emergency First aid Awareness	Tutor Care	22/11/2019	21/11/2022
Craig Lapsley	Emergency First aid Awareness	Tutor Care	22/11/2019	21/11/2022
Jack Hughes	Emergency First aid Awareness	Tutor Care	22/11/2019	21/11/2022
Vikki Brittain	Emergency First Aid at Work	St Johns	04/01/2019	03/01/2022
Wendy Hill	Emergency First Aid at Work	St Johns	04/01/2019	03/01/2022
Jane Seymour	First Aid	Surrey County Council	02/07/2018	01/07/2021
Barbara Brathwaite	First Aid	Surrey County Council	02/07/2018	01/07/2021
Zara Mander	First Aid	Surrey County Council	02/07/2018	01/07/2021
Angela Minns	First Aid	Surrey County Council	02/07/2018	01/07/2021
Nikki Burrows	First Aid	Surrey County Council	02/07/2018	01/07/2021
Sean Bate	First Aid	Surrey County Council	02/07/2018	01/07/2021
Emma Fox	First Aid	Surrey County Council	02/07/2018	01/07/2021
Jo Batt	First Aid	Surrey County Council	02/07/2018	01/07/2021
Inga Burrows-Peakin	First Aid	Surrey County Council	02/07/2018	01/07/2021
Anita Parker	First Aid	Surrey County Council	02/07/2018	01/07/2021
Kelly Sutton	First Aid	Surrey County Council	02/07/2018	01/07/2021
Claire Hedges	First Aid	Surrey County Council	02/07/2018	01/07/2021
Gilly Forrest	First Aid	Les Dodd Safety Training	20/10/2020	19/10/2023
Ryan Jones	First Aid	Les Dodd Safety Training	20/10/2020	19/10/2023
Jane Monnery	First Aid	Les Dodd Safety Training	20/10/2020	19/10/2023
Nicky Quantick	First Aid	Les Dodd Safety Training	20/10/2020	19/10/2023
Rebecca Davies	First Aid	Les Dodd Safety Training	20/10/2020	19/10/2023
Marissa Ebsary	First Aid	Les Dodd Safety Training	20/10/2020	19/10/2023