



# The Tiffin Girls' School

## HEALTH AND SAFETY POLICY

REVISED February 2026

### PART ONE: STATEMENT OF INTENT

1. The Tiffin Girls' School is committed to ensuring a safe and healthy working environment for staff, students, contractors and visitors. This policy is in alignment with the most recent DfE guidance Health and Safety: Responsibilities and Duties for Schools, April 2022. The policy document defines the Governors' responsibilities, in accordance with statutory obligations, to staff, students, contractors and visitors while on the School premises. The School's health and safety policy should be read in conjunction with the:
  - First Aid Policy [including any addendum in place at the time, e.g. COVID-19, norovirus]
  - Serious Adverse Weather Procedure
  - Asbestos Management Plan
  - Supporting Students with Medical Conditions Policy
  - Business Continuity Plan
  - Trips and Visits Policy
  - Safeguarding Policy
  - Lockdown procedure
  - CCTV Policy
  - Accessibility Plan
  - Lettings Policy
  - Contractor Management Procedure
  - Staff Well-being Policy
  - Driving on behalf of school
  - Water Hygiene management plan
2. The school's policy aligns with the following legislation:
  - Health and Safety at Work Act 1974
  - DfE Health and Safety guidance
  - Responsibilities and Duties for Schools, April 2022
  - Management of Health and Safety at Work Regulations 1992 and 1999
  - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
  - Gas Safety (Installation and Use) Regulations 1998,
  - Regulatory Reform (Fire Safety) Order 2005
  - Work at Height Regulations 2005
  - Manual Handling Operations Regulations 1992
  - Social Security (Claims and Payments Regulations 1979).
3. The Governing Board notes the provisions of the Health and Safety at Work Act 1974 and any subsequent Acts and in particular the duty of every "employer" to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons who are and also persons who are not in their employment, but who may be affected by it, are not exposed to unacceptable risks to their health and safety. The Governing Board accepts that it has a responsibility to take all reasonably practicable steps to ensure the physical and mental health, safety and welfare of staff, students and others. The Department for Education February 2014 publication Health and safety: advice on legal duties and powers is also noted.
4. The arrangements outlined in this policy statement and the various other safety provisions made by the Governing Board cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Governing Board will take all reasonable steps to identify and reduce hazards to a minimum but all staff and students must appreciate that their own safety and that of others also

depends upon their individual conduct and vigilance while on the school premises, or while taking part in school activities.

5. To ensure this policy is kept up to date, the Governing Board will review this policy annually. Staff and students are expected to interpret the document sensibly and at all times give primary consideration to safety. Advice will be sought from publications by the Health and Safety Executive and Department for Education to inform this policy.
6. To remain agile in reacting to unforeseen health and safety challenges, the policy and procedures will be adjusted appropriately.
7. The Governing Board, so far as is reasonably practicable, will through the Headteacher attempt to provide safe places of work, equipment and working conditions, will define emergency procedures, train staff to perform their jobs safely and effectively and inform them of any hazards of work. The Governing Board will also use its best endeavours to ensure that premises and equipment are maintained in a safe condition.
8. In the event of a requirement to develop a specific risk assessment for staff and students to work in the school buildings, e.g. a pandemic, the Governing Board is responsible for the approval of such a risk assessment. The risk assessment process involves identifying potential hazards, evaluating risks and implementing measures to manage, log and mitigate these risks. Risk assessments are recorded on lamCompliant and reviewed regularly. lamCompliant is a secure compliance software where potential hazards can be systematically identified, evaluated, and controlled or mitigated.
9. The school conducts regular reviews of risk assessments, especially after significant incidents and changes in school activities and facilities.
10. The school recognises the impact of stress on health and well-being. We are committed to fostering a supportive and healthy environment that minimises stress and provides resources and support for managing effectively.
11. The Governing Board is responsible for safety management during lettings and ensuring that premises, equipment and substances are safe and without risk to health.
12. The Governing Board will give proper consideration to the health and safety competencies of contractors during the tender process and only those contractors that can show their competencies and adherence to relevant legislation will be used.
13. The Governing Board has contracted the Royal Borough of Kingston upon Thames' Health and Safety advisory unit to provide competent health and safety advice in relation to all health and safety related issues. The school has a named advisor as the first point of contact.

#### STATEMENT OF INTENT SIGNATORIES

Signed: 

Name: Emma Kilburn  
Role: Senior Deputy Headteacher

Signed: 

Name: Sarah Beeching  
Role: Chair of Governors

## **PART TWO: RESPONSIBILITIES**

### **HEALTH AND SAFETY GOVERNANCE**

- 14.** The Governing Board has an appointed Health and Safety Governor who is responsible for ensuring that the School has adequate controls in place to follow established H&S policy, procedures and practices to meet compliance requirements. The Health and Safety Governor will undertake formal up-to-date, role appropriate health and safety management training.
- 15.** The day-to-day responsibility for Health and Safety within the School rests with the Senior Deputy Headteacher (SDHT) who is the primary point of contact for any member of staff of the School wishing to report health and safety concerns. The SDHT performs the role of Health and Safety Lead. The Health and Safety Governor undertakes a Health and Safety visit to the school annually.

### **RESPONSIBILITIES OF THE HEADTEACHER**

- 16.** The Headteacher has overall responsibility for the application and fulfilment of School Health and Safety policy, and will delegate responsibility where necessary. The majority of Health and Safety daily management of the School is delegated to the Senior Deputy Headteacher.
- 17.** Where the Headteacher delegates responsibility for carrying out a particular health and safety function to a competent staff member, they must ensure that the person is aware of the duty, knows how he/she is expected to perform it, and is provided with any necessary information, instruction, training and supervision and resources (including time).
- 18.** As well as having the general responsibilities/duties of all members of staff (see below), the Headteacher also has responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times and for the day to day maintenance and development of safe working practices and conditions for teaching staff, support staff, students, visitors and any other person using the premises, for example lettings, or engaged in school related activities. They will take reasonable, practicable steps to achieve this and assign clear safety functions to other members of staff as appropriate. The Headteacher fulfils many of these functions through the SDHT.

### **RESPONSIBILITIES OF THE SDHT AND PREMISES LEAD - The Health and Safety Working Party**

- 19.** In particular, the SDHT will, so far as is reasonably practicable, and through delegation of authority and activity to the Premises Lead where appropriate:
  - 19.1.** Be aware of, and ensure compliance with, the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school.
  - 19.2.** Liaise with the Local Authority Health and Safety team on matters of legislation and other key areas.
  - 19.3.** Where necessary, work with the enforcing authorities, such as the Fire Brigade and Health and Safety Executive, in relation to health and safety matters.
  - 19.4.** Ensure that statutory health and safety notices are displayed in appropriate locations within the establishment.
  - 19.5.** Ensure that all staff, including those with delegated health and safety responsibilities, understand and fulfil their obligations for the day-to-day implementation of the safety policy.
  - 19.6.** Ensure that staff involved in the carrying out and documentation of hazard identification, risk assessments and development and implementation of suitable control measures have relevant training, experience and knowledge.
  - 19.7.** Ensure that adequate provision is made for staff consultation on matters regarding health and safety.
  - 19.8.** Ensure that decisions reflect the health and safety intentions articulated in the health and safety policy and other relevant health and safety guidance.

- 19.9.** Ensure, at all times, the health, safety and welfare of staff, students and others via the provision of safe working conditions, systems of work, practices and procedures.
- 19.10.** Ensure that all tools, machinery, plant and equipment is fit for purpose, adequately installed, guarded and appropriately used.
- 19.11.** Ensure that all tools, machinery, plant and equipment receive planned maintenance carried out by competent persons, that maintenance records are kept, in accordance with statutory legislation where appropriate, and ensure that defective equipment which constitutes a safety hazard is removed from service immediately and clearly labelled as defective.
- 19.12.** Ensure that PAT testing on electrical equipment is completed as required.
- 19.13.** Ensure that all hazardous/harmful substances CoSHH (Control of Substances Hazardous to Health) provided within the school are handled, stored and used in the manner prescribed by the supplier and in accordance with their own or an appropriate hazard identification and risk assessment.
- 19.14.** Ensure that appropriate protective clothing and equipment is provided and used whenever necessary.
- 19.15.** Ensure that all staff members are trained and aware of safety policies and procedures (including suitable refresher training) and competent to undertake their work safely, are aware of their own limitations and know they must not undertake any task unless they have been trained, are competent and are confident they can carry out the task safely in the conditions that prevail. All training undertaken is recorded and regularly reviewed.
- 19.16.** Ensure that adequate instruction, training and supervision are provided for students as required.
- 19.17.** A Lead First Aider ensures that sufficient first aid cover and facilities are provided.
- 19.18.** Collate accident information and, when necessary, carry out accident and incident investigations. Details of relevant accidents will also be provided to the Local Authority.
- 19.19.** Ensure that emergency procedures and nominated individual responsibilities (including those for fire) are in place, known, tested regularly and that any necessary revisions are made and disseminated.
- 19.20.** Ensure the School has an up to date Business Continuity Plan in place to help deal with the aftermath of serious incidents such as fires. This is to enable the quick and safe recovery of the School to minimise disruption.
- 19.21.** Approve departmental health and safety procedures, ensuring there is no contravention with this policy.
- 19.22.** Encourage staff, students and others to promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.
- 19.23.** Set standards and ensure responsibility is assigned for dealing with waste disposal in compliance with current waste and environmental legislation and monitoring housekeeping standards.
- 19.24.** Monitor the standard of health and safety throughout the school by:
- Ensuring that frequent inspections of the premises are carried out and any deficiencies identified are rectified promptly and records are kept to help identify trends.
  - Carrying out periodic audit and review of the safety management systems that are in place.
  - Ensuring that any deficiencies which cannot be immediately rectified are notified to the Headteacher and that appropriate warning and protection are given to anyone potentially impacted.
- 19.25.** Ensure that the school responds to any requirements put in place by the government for safe working in the event of a pandemic, or in the event of a partial or full return to school following a pandemic. In particular:
- Purchase equipment to enable key functions of the school to be undertaken in a safe way
  - Organise classrooms and public spaces in line with guidance
  - Make adjustments to the school day to ensure that the school can function in a safe way, and to ensure social distancing requirements can be complied with, where required.
  - Communicate clear guidance on expectations for staff and students
  - Ensure that parents are clear on how the school will ensure safe working
  - Ensure that requisite premises checks have been completed in the event of an extended school closure, in particular legionella testing

## **RESPONSIBILITIES OF HEADS OF DEPARTMENT (HoD) AND MANAGERS**

- 20.** As well as having the general responsibilities of all members of staff, managers will be directly responsible to the Headteacher and SDHT for the implementation and operation of the health and safety policy in their relevant departments or section and area of responsibility.
- 21.** All managers of staff will, so far as is reasonably practicable make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the School and also their area of responsibility.
- 22.** As part of their day to day work all managers will ensure that safe methods of work exist and are implemented throughout their department, that health and safety regulations, rules, procedures and codes of practice are being applied effectively and that all health and safety information is communicated to the relevant persons. In addition, separate health and safety records and/or policies will be maintained for the following departments by the respective HoD or Manager:
- Biology - Departmental Health and Safety Procedure is reviewed annually. CLEAPSS is used for individual risk assessments for equipment and experiments.
  - Chemistry - Departmental Health and Safety Procedure is reviewed annually. CLEAPSS is used for individual risk assessments for equipment and experiments.
  - Physics - Departmental Health and Safety Procedure is reviewed annually. CLEAPSS is used for individual risk assessments for equipment and experiments.
  - Science – three laboratory technicians are qualified first aiders.
  - Design & Technology - Departmental Health and Safety Procedure is reviewed annually. CLEAPSS is used for detailed individual risk assessments for tools and machinery. The DT technician is a qualified first aider.
  - Art - Departmental Risk Assessment is reviewed annually. The Art technician is a qualified first aider.
  - Drama - Departmental Risk Assessment is reviewed annually.
  - PE - Guidelines provided through subscription to AfPE Safe Practice in Physical Education. Annual updates, safety checks and fire assessments are completed following these guidelines. The PE teachers are qualified first aiders.
  - Catering - Departmental Health and Safety Procedure is reviewed annually and machinery regularly maintained. One Catering Assistant is a qualified first aider.
- 23.** Managers at all levels will ensure that:
- 23.1.** Staff, students and others under their management are instructed in safe working practices and adequate supervision is provided at all times
  - 23.2.** Regular safety inspections are made of their area of responsibility and recorded and corrective action is taken where necessary to ensure the health and safety of staff, students and others
  - 23.3.** They are aware of hazard identification and risk assessments as appropriate for their area of work
  - 23.4.** All tools, machinery, plant and equipment in the department in which they work are adequately guarded and are in good and safe working order
  - 23.5.** All reasonably practicable steps are taken to prevent the unauthorised and improper use of all tools, machinery, plant and equipment in the department in which they work
  - 23.6.** Appropriate protective clothing and equipment, first-aid and fire appliances are provided and are readily available
  - 23.7.** Toxic, hazardous and highly flammable substances in the department in which they work are the subject of a written risk assessment and are correctly used, stored and labelled in accordance with current legislation and guidance from organisations such as CLEAPSS
  - 23.8.** They monitor the standard of health and safety throughout the department in which they work, encourage staff, students and others to promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks
  - 23.9.** When needed they will assist in accident/incident investigations within their department. The level of assistance will be determined by the Headteacher or SDHT;

- 23.10.** They report, as appropriate, any health and safety concerns to the SDHT.
- 23.11.** Ensure that staff and students in their department are clear on requirements for safe working during or following a pandemic, and raise any concerns with the Health and Safety Working Party.
- 23.12.** Ensure all areas are secured. Areas include, but are not limited to, storage rooms, maintenance areas, electrical rooms, laboratories, any other areas where students should not have access without supervision.

## **RESPONSIBILITIES OF ALL STAFF**

- 24.** All staff (including the staff of contractors such as the Cleaning Contractor and Maintenance Contractors) will make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the School and also the particular area in which they work. They will, so far as is reasonably practicable:
  - 24.1.** Be familiar with this health and safety policy and all safety arrangements including those for fire, first aid and other emergencies as laid down by the Governing Board
  - 24.2.** Carry out risk assessments for all onsite activity outside of the day to day running of the school, and providing the Premises Lead a copy to review and record.
  - 24.3.** Ensure that health and safety regulations, rules, routines and procedures are being applied effectively
  - 24.4.** Be aware of hazard identification and risk assessments as appropriate for their area of work. Staff will be asked to read relevant Risk Assessments on an annual basis
  - 24.5.** Take part in health and safety training as required
  - 24.6.** Inform their manager if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, pregnancy)
  - 24.7.** Take reasonable care of their own health and safety and that of any other persons (staff, students, visitors etc.) who may be affected by their acts or omissions at work
  - 24.8.** Co-operate fully as a legal duty with their employer on health and safety matters, including following safe systems of work and not interfering with or misusing anything provided for their health, safety or welfare
  - 24.9.** Ensure that all tools, plant, machinery and equipment are adequately guarded, are in good and safe working order and are not used by unauthorised persons or in an improper manner
  - 24.10.** Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with their written risk assessment and in accordance with current legislation and guidance from organisations such as CLEAPSS
  - 24.11.** Use the correct equipment and tools for the job and any protective equipment, protective clothing or safety devices that may be supplied
  - 24.12.** Ensure they do not undertake any potentially hazardous activities unless appropriately trained, e.g. working at height
  - 24.13.** Report any defects that they observe in the premises, plant, equipment and facilities and take action to ensure no one is put at risk
  - 24.14.** Report all accidents and near misses immediately, whether injury is sustained or not using the appropriate procedure
  - 24.15.** Report any reasonable suggestions in how the School can improve health and safety to the SDHT
  - 24.16.** Promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.
  - 24.17.** Ensure that they and their students are clear on requirements for safe working during or following a pandemic, and raise any concerns with their Head of Department and the Health and Safety Working Party.
  - 24.18.** Ensure that they follow guidelines for safe working during or following a pandemic, and raise any concerns should other members of staff fail to do so.

## **HIRERS, CONTRACTORS, VISITORS AND OTHERS**

- 25.** All visitors must report to reception on arrival and sign in using the electronic system. The printed ID badge must be worn at all times. General health and safety guidance is available for all visitors to read at reception.
- 26.** All contractors must report to the School Office on arrival and departure from the school. This is to ensure that the Premises Lead can make any necessary arrangements to ensure the safety of staff and students. When contractors are working at the school the Premises Lead and/or caretaking staff will liaise with the contractor or his/her supervising office to make them aware of the school fire evacuation, safeguarding and health and safety procedures. The Premises Lead, in liaison with the caretaking staff, will ensure that all temporary rules such as exclusion from the premises or parts thereof are made known to all staff, students and visitors to the premises whilst contractors are working at the school.
- 27.** When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in the Responsibilities of the Headteacher and SDHT (see above sections).
- 28.** The Headteacher or designated representative will seek to ensure that hirers, contractors and others who use the School premises conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.
- 29.** When the premises are hired it will be a condition for all hirers and others using the premises or facilities that they comply with all safety directives and that they do not, without the prior consent of the Governing Board, introduce equipment for use on the school premises, alter fixed installations, remove fire and safety notices or equipment or take any action that may create hazards for any persons using the premises.
- 30.** Hirers will be responsible for assessing the need for, and the provision of, their own first aid facilities.
- 31.** All contractors must comply with requirements for safe working during or following a pandemic, including those put in place both by the government and by the school.

## **RESPONSIBILITIES OF STUDENT LEADERSHIP TEAM**

- 32.** The School has an active Student Leadership Team and they are encouraged to:
  - Report on behalf of other students any health and safety concerns to the SLT member responsible for Health and Safety.
  - Become involved in changes to the premises that may affect the students.

## **RESPONSIBILITIES OF ALL STUDENTS**

- 33.** Students should look after their own safety and that of others. Students:
  - Must comply with the School's health and safety procedures and policies
  - Must follow staff's instructions in relation to the use of equipment and chemicals.
  - Must ensure that they follow guidelines for safe working during or following a pandemic, and raise any concerns with a member of staff or the student leadership team, should other students fail to do so.

## **PART 3: ARRANGEMENTS**

### **INFECTION AND PREVENTION CONTROL**

34. The school will follow national guidance published by the UK Health Security Agency when responding to infection control issues. The school encourages staff and students to follow good hygiene practice, as outlined in APPENDIX 6.

### **FIRE PRECAUTIONS**

35. Fire prevention is part of everyone's duties. In particular, attention should be paid to checking the premises before leaving at night to ensure that nothing has been left which could lead to a fire developing while the premises are unoccupied. All electrical equipment that need not be left on should be switched off. Equipment that needs to be left on should be kept clear of combustible material in case of a fault developing when unattended.
36. The volume of combustible rubbish must be kept to a minimum in order to reduce the risk of fire. Arrangements must be made to have any large amount of combustible rubbish removed from the building.
37. The SDHT is accountable for ensuring:
- Regular fire evacuation practices are carried out
  - Emergency lighting system is tested on a regular basis
38. The Premises Lead is responsible for ensuring that:
- Fire alarm and emergency lighting systems tests are recorded
  - Fire Safety checks are carried out regularly and recorded on IAMCompliant
  - Fire alarms are tested on a weekly basis
  - Fire extinguishers are inspected and maintained annually
  - The battery bank of the fire alarm and emergency lighting system is maintained
39. The caretaking staff are responsible for ensuring that all fire extinguishers and fire blankets are in the correct place. A guide to the symbols found on fire extinguishers and their meaning can be found in APPENDIX 1.

### **EMERGENCY EVACUATION PROCEDURE**

40. The emergency evacuation procedure notice (APPENDIX 2), MUSTER POINT map (APPENDIX 3) and escape routes (APPENDIX 4) will be displayed in every room as close as convenient to the normal entrance.
41. The emergency evacuation procedure notice includes detailed information regarding:
- Emergencies during lesson times
  - Emergencies during non-lesson times
  - Emergencies during an assembly
  - Alternative escape routes
  - In the event of a school closure

### **FIRE REGULATIONS AND EVACUATION FOR EVENTS AND LETTINGS**

42. The notes at APPENDIX 5 must be communicated to:
- All third-party letting organisers for communication to their visitors
  - All individual or small groups of visitors to the school

43. An announcement must be made at the start of all open events that include visitors to inform them of the evacuation routes and MUSTER POINT, and of the process of GEEPs (General Emergency Evacuation Plans) in operation in school.
44. The designated person with this responsibility will normally be the Senior Deputy Headteacher or the Headteacher during the school day.
45. A nominated alternative must be identified to inform visitors for School evening events, usually a member of the staff Senior Leadership Team
46. Lettings organisers together with the TTGS Leisure Assistant will take joint responsibility during lettings when no TTGS staff members are on site.

## **INDUCTION TRAINING**

47. All new members of staff, including those engaged in Initial Teacher Training, must be given a copy of the Health and Safety Policy. Their duties under the policy must be discussed and understood.
48. Staff will confirm that they have read and understood this Health and Safety Policy via EVERY. This is organised by the SDHT who is advised when new staff start at the school. Specialist safety training and familiarisation with any departmental Health and Safety Procedure is arranged by the relevant Line Manager.
49. Supply teachers must be fully aware of any local arrangements for emergency action i.e. fire evacuation, accident procedures and reporting, and any other safety arrangements which may affect them whilst in the school. Briefing notes must be given to supply teachers on arrival by the person responsible for arranging cover.

## **SNOW AND ICE**

50. In icy conditions, and especially when snow has fallen, the Premises Team will endeavour to clear, and maintain a safe environment so far as reasonably practical. Footpaths and routes around the School will be maintained in a safe condition.
51. In these conditions the Premises Team will commence work as early as possible so they can begin to clear the worst areas. However, it must be remembered that the School is a very large area and not all accessed areas can be cleared before the majority of staff and students arrive. Also there is a possibility that the Premises Team may encounter difficulties when travelling in to work if there has been a heavy fall of snow the night before.
52. Where there is a delay in gritting areas, staff should take the initiative and avoid walking in these areas, if this is not possible, then they are requested to take additional precautions when moving around the School (inside and outside). Where possible avoid high risk areas i.e. steps, ramps etc., also individuals are reminded to wear the appropriate footwear in snowy and icy conditions. Gritting and snow clearing will take priority over all other tasks unless there is an emergency situation.
53. Detailed information about how the school will respond to adverse weather is included in the School's Serious Adverse Weather Conditions policy.

## **WORKING AT HEIGHTS**

54. The Premises Team will ensure that the following safe working practices are carried out when working at heights:
  - Only specially designed access equipment will be used i.e. ladders, steps and scaffolds.
  - Regular checks must be carried out on all access equipment to ensure its safety. These checks should be recorded by the Premises Team.

- Access equipment must be long enough to reach the place of work without the user having to overreach in any direction. Only appropriate access equipment will be used e.g. steps must never be used unless the legs can be opened to their widest extent.
- Only authorised persons should erect scaffolds. It is recommended that personnel should be trained in the safe erection and use of tower scaffolds and any other type of scaffold that may be used in a school.
- If the Premises Team do not have the correct equipment to carry out the required task they must inform the Premises Lead immediately, who in turn will make adequate arrangements for the work to be carried out safely (this will require a risk assessment to be done, recorded and kept for reference/inspection.)

## **MANUAL HANDLING**

- 55.** Any work activity that involves transporting or supporting a load (including lifting, putting down, pushing, pulling, carrying or moving) by hand or bodily forces requires prior consideration as to the ability and suitability of the individual to carry out the task. Risks of manual handling are communicated within general risk assessments.
- 56.** Staff should take appropriate steps to reduce the risk of manual handling operation injury to the lowest level reasonably practicable, and to request assistance with excessive weights. Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff.
- 57.** Heads of Department are responsible for assessing the appropriate approach to handling tasks, with the input of the School's competent person as required. Where a manual handling operation cannot be avoided a suitable and sufficient assessment will be carried out in accordance with the Manual Handling Operations Regulations 1992 (as amended).

## **GUIDANCE ON THE USE OF SCREENS**

- 58.** Staff who work with computer screens should follow these guidelines:
- Breaks should be taken before the onset of fatigue, not in order to recuperate, and when performance is at a maximum, before productivity reduces. The timing of the break is more important than its length.
  - Breaks or changes of activity should be included in working time. They should reduce the workload at the screen, i.e. should not result in a higher pace or intensity of work on account of their introduction.
  - Short, frequent breaks are more satisfactory than occasional, longer breaks e.g. a 5 – 10 minute break after 50 – 60 minutes' continuous screen and/or keyboard work is likely to be better than a 15 minute break every two hours.
  - If possible, breaks should be taken away from the screen.

## **ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH**

- 59.** The first aiders and/or appointed persons are listed in the staffroom, the school office and in the Science preparation rooms.
- 60.** The first aid boxes are kept in the school office (including spare for trips) Science preparation rooms, S12, Art/DT – between classrooms N06/N07 on the wall and at the front of the Cookery Room (NO1), Sports Centre Reception, PE Department, Kitchen, Medical room and Music Office.
- 61.** The automatic external defibrillators are kept in the main foyer and the sports centre.
- 62.** A list of the names of students who have specific medical requirements is available to all staff on the network drive. Information about other students with medical needs/ history is kept in a ring binder in the medical cabinet in the school office in clearly labelled student pouches, that include student photos.

- 63. Staff administering medication in an emergency must be fully trained to do so.
- 64. Information about staff with medical needs is kept in the medical cabinet in the school office. This information is collected, voluntarily, through the annual data collection exercise. The HR Director advises first aiders of such needs, and where relevant, the location of any medication.
- 65. All accidents and incidents are recorded, reviewed and monitored on EVERY. Records will be retained for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments Regulations 1979).
- 66. If an accident occurs on a trip, accident forms are completed as accidents occur using forms in trips medicine boxes and returned to a member of SLT on return to school.
- 67. Cases of work-related ill health are dealt with through the HR Director.

## **CLEANING**

- 68. A cleaning schedule with the external contractors is in place, which is monitored by the Premises Lead. All waste is disposed of according to appropriate health and safety guidelines. The School ensures general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.

## **SAFETY POLICY FOR ALL NEW OR EXPECTANT MOTHERS AND THE UNBORN CHILD**

### **Introduction**

- 69. The school is committed to ensuring the health and safety of all students and staff, including those who are pregnant or have recently given birth; women defined as:
  - Pregnant
  - Recently given birth (covering a period of up to six months from giving birth, although this can extend if breast feeding continues)
- 70. The Board of Governors and the Headteacher of the school regards the Health and Safety of pregnant workers and the unborn child as a mutual objective for management and pregnant workers at all levels. It is therefore the school's policy to do all that is reasonably practicable to prevent injuries and stress to pregnant workers and the unborn child.

## **RISK ASSESSMENTS FOR ALL NEW OR EXPECTANT MOTHERS**

### **CLAUSES SPECIFICALLY RELATED TO STUDENTS**

- 71. A specific risk assessment will be carried out whenever a student notifies the school that they are pregnant. This assessment will be used to identify any necessary adjustments to the student's school day, environment, or curriculum activities.
- 72. Implementation of Control Measures Once a notification is received, the school will put appropriate measures in place to control any identified risks to the student or the unborn child. These measures will be recorded on EVERY and will be reviewed regularly to ensure they remain appropriate throughout the different stages of the pregnancy.
- 73. Protection from Infectious Diseases Certain medical conditions and infections make students particularly vulnerable during pregnancy. The school will monitor and manage exposure to the following:
  - Chickenpox and Shingles: These can affect the pregnancy if the student has not previously had the infection.
  - Measles and German Measles (Rubella): The student and their parent/carer should seek immediate medical investigation if contact occurs.

- Slapped Cheek Disease (Parvovirus B19): This can occasionally affect an unborn child, particularly if exposure occurs before 20 weeks of pregnancy.
- Respiratory Infections: Including COVID-19, which may pose a greater risk of severe illness to some pregnant individuals.

**74. Communication and Medical Advice** In accordance with our infection control procedures, if a pregnant student is known to have been exposed to chickenpox, measles, or slapped cheek disease, the parent/carer will be informed promptly so that they may seek further medical advice from their GP or antenatal carer. The school will follow the recommended exclusion periods and hygiene practices outlined by the UK Health Security Agency to minimize the spread of such infections.

## **CLAUSES SPECIFICALLY RELATED TO STAFF**

**75.** In alignment with the Management of Health and Safety at Work Regulations 1999, a workplace risk assessment will be carried out whenever a staff member notifies the school that they are pregnant. This assessment will be used to identify any necessary adjustments to the staff member's working environment or duties.

**76.** If workplace risk assessments cannot reduce the intensity of working conditions of a pregnant worker, then the conditions of her working employment will have to change, or she must be offered paid leave. Pregnant women are assigned jobs that have no potential to cause harm to themselves or the unborn child.

### **Staff members' Duties/Rights**

**77.** Staff members, if requested by the employer, must provide a certificate from a Registered Medical Practitioner or a Registered Midwife, confirming the pregnancy.

**78.** Staff members have a responsibility to make their employers aware of their pregnancy, or that they are a new mother or breastfeeding.

**79.** Staff members have a responsibility to protect their own health at work and must take the appropriate measures to protect themselves –avoid hazardous manual handling at all costs.

**80.** Staff members have a responsibility to inform their employers of any medical or midwifery advice they have received which would affect the risk assessment process.

### **The School's Duties**

**81.** The School must take particular account of the following specific Environmental and Physical Risks to new and expectant mothers. The risk assessment will specifically consider and mitigate the following factors:

- Physical activities: Avoiding hazardous manual handling or activities that involve a high risk of falls.
- Environment: Ensuring the expectant mother is not exposed to extreme high or low temperatures, or hazardous environments involving noxious fumes, high levels of dust, or hazardous chemicals and biological agents.
- School Day Adjustments: Considering the impact of long periods of standing or the need for more frequent breaks.

**82.** If the School has identified a significant risk to the health and safety of a new or expectant mother, the School must decide what action to take. The School should in all cases consider removing the hazard or seek to prevent exposure to the risk. Where this is not feasible the risk should be controlled.

**83.** If there is still a significant risk at work to the safety or health of a new or expectant mother, which goes beyond the level of risk to be expected outside the workplace, the following steps should be taken to remove the staff member from the risk:

- Temporarily adjust the working conditions and/or hour of work; or if it is not reasonable to do so, or would not avoid the risk.
- Offer suitable alternative work; or if that is not feasible.
- Give the staff member paid leave for as long as necessary to protect her safety or health or that of her child.

- 84.** These actions are only necessary where as a result of risk assessment there is genuine concern.
- 85.** If there is any doubt, the School should seek professional advice (e.g. occupational health) on what the risks are and whether they arise from work before offering alternative employment or paid leave.
- 86.** The regulations provide that the employer must take action as set out above when informed in writing that a staff member is pregnant.
- 87.** The School must keep the risk under review as although the hazard may remain constant, the possibility of damage to the worker or her foetus as a result of a hazard may vary at different stages of pregnancy.

#### **ASBESTOS**

- 88.** The Premises Lead is responsible for the Asbestos Management Plan. Responsibilities include; location of survey, arrangements to ensure contractors and others have sight of survey prior to starting any work, instruction to staff not to drill or affix anything to walls without first obtaining approval and checking the survey. Contractors are advised to stop work immediately if they discover material they suspect could be asbestos.
- 89.** Guidance on reporting damage to asbestos materials and emergency plans in case of asbestos disturbance should also be given by the Premises Lead.

#### **LEGIONELLA/WATER SUPPLY**

- 90.** The school operates hot and cold water systems and recognises that there is a foreseeable risk of Legionellosis, which requires control. The main objective of the School is to operate water services at temperatures, which do not permit the growth of Legionella and to avoid stagnation. The School will also ensure that the system is clean in order to minimise the opportunity for bacterial contamination. The Premises Lead is responsible for an effective water hygiene management plan to be in place to control the risks of legionellosis to staff and members of the public.
- 91.** Senior leaders with water management responsibilities, specifically the SDHT and the Headteacher will complete legionella awareness training.

#### **RADIOACTIVE SOURCES**

- 92.** It is the policy of the School to comply with the Ionising Radiations Regulations 2017 in full. For detailed information on the handling, management and storage of radioactive material staff should refer to the Head of Physics.

#### **HEALTH AND SAFETY ON DAY TRIPS AND OVERSEAS TRIPS**

- 93.** A full risk assessment is carried out as part of the trip application process. All risk assessments for overseas trips, residentials and trips including adventurous activities are checked by Surrey CC via the Evolve system. Other risk assessments are checked by the Educational Visits Coordinator and the Headteacher. See the Trips and Visits Policy for further detail.

#### **MOVEMENT OF VEHICLES**

- 94.** Staff and visitors should park their vehicles in the designated car parking spaces.
- 95.** A speed restriction of 5mph is in place within the school grounds.

## **CCTV**

**96.** The School has a CCTV system to help maintain a secure site and increase personal safety. CCTV is used to help protect the school and safeguard the welfare of students, parents, staff and visitors. The school will log any security breaches. A separate CCTV policy is in place.

## **FOOD SAFETY**

**97.** The School is registered with the Local Authority and complies with appropriate health and safety regulations for the preparation, service and disposal of food. The School is inspected at regular intervals by the Environmental Health Officer (EHO). The School currently holds a 5 star food hygiene rating. All allergen details are published on our [school website](#) and regularly reviewed.

**98.** All students and staff selling food in school must complete a proforma confirming that they will not sell any foods containing nuts, and that they will have lists of all ingredients for any food sold in school or shared with other students.

## **SCHOOL OWNED/LEASED MINIBUS TRANSPORT**

**99.** All drivers of School owned or leased minibuses must read the 'Driving on Behalf of the School' policy available on the R: drive. The School recognises that it has a duty of care for the safety of staff and students using School owned or leased minibuses. The School ensures that all vehicles have incorporated essential safety features and are maintained in a roadworthy condition at all times, and drivers are in receipt of the necessary training and are competent to drive minibuses.

**100.** Any staff member using a school minibus must have their driving licence checked by the HR Director.

## **MONITORING**

**101.** To check our working conditions and to ensure our safe working practices and policies are being followed:

- The Premises Lead and the Premises Team carry out a site walk on a weekly basis.
- Routine checks are carried out (in line with pre-determined inspection schedules) on ladders, hand tools and other portable high-risk items, and documented on IAM Compliant
- The Premises Lead submits a Health and Safety report to the Governing Board on an annual basis.
- A log of all incidents is held centrally on EVERY by the Premises Team.
- RBK will conduct a Health and Safety visit once a year
- The Headteacher or SDHT or Premises Lead is responsible for investigating accidents
- The HR Director is responsible for investigating work-related causes of sickness absence.
- The Governor with responsibility for Health and Safety visits the school annually and writes a report for the Governing Board.

## **APPENDICES**

APPENDIX 1 - Guide to the symbols found on fire extinguishers

APPENDIX 2 – Emergency evacuation procedure notice

APPENDIX 3 – MUSTER POINT map

APPENDIX 4 – Maps of escape routes

APPENDIX 5 – Fire regulations and evacuation information for events and lettings

APPENDIX 6 – Infection Prevention and Control

## APPENDIX 1

### FIRE EXTINGUISHERS

Symbols found on fire extinguishers and what they mean

						
		Water	Foam spray	ABC powder	Carbon dioxide	Wet chemical
Wood, paper and textiles		✓	✓	✓	✗	✓
Flammable liquids		✗	✓	✓	✓	✗
Flammable gases		✗	✗	✓	✗	✗
Electrical contact		✗	✗	✓	✓	✗
Cooking oils and fats		✗	✗	✗	✗	✓

## APPENDIX 2

### EMERGENCY EVACUATION PROCEDURE

THE FIRE ALARM IS TO BE OBEYED IMMEDIATELY BY EVERYONE ON THE PREMISES, WHEREVER THEY ARE, AND WHATEVER THEY ARE DOING

#### A. EMERGENCIES DURING LESSON TIMES

**Sounding the alarm:** The person who discovers the fire should activate the nearest call point, and then proceed with others to the MUSTER POINT, where he or she should inform a member of SLT that s/he activated the alarm. **He or she must not attempt to tackle the fire.**

Evacuation of the Buildings:

Teachers in charge of groups:

- Inform the group of the route to follow, of the exits to be used, and of the alternatives if these are blocked. The students must lead out in single file, staff bringing up the rear after closing the door. On stairs and in corridors two or three parallel files of students may walk together in order to clear the building as rapidly as possible, but the strict no talking rule must be maintained. Where there are double doors the member of staff should ensure that both leaves are opened.
- The lift must not be used.
- Anyone who is not in class when the fire alarm sounds must go immediately to the MUSTER POINT.
- STUDENTS MUST MAINTAIN TOTAL SILENCE FROM THE TIME WHEN THE ALARM SOUNDS, UNTIL THEY ARE DISMISSED BY THE HEADTEACHER/DEPUTY HEADTEACHER, SO THAT ANY INSTRUCTIONS CAN BE HEARD
- STUDENTS MUST WALK FROM THE BUILDING, AND NOT RUN.

The MUSTER POINT is on the front field, behind a line extending from the end of the science block to the astro field, road side. Students line up where the wooden fencing along the side of the field next to the astro turf begins: Year 7 near the astro, Year 13 nearer to the science block. Visitors must report to the support staff area located on the field nearest the science block end, at the point where the wooden fence starts.

The Deputy Headteacher will meet the fire brigade, and report to them the location of the fire.

At the MUSTER POINT:

- Students must WALK in SILENCE to the designated point and line up in single file in alphabetical order in their tutor groups.
- Heads of Year (HoYs) collect their year group registers from the office staff, each tutor collecting only his or her OWN register from their HoY. Any tutor who has not collected his or her register will have their register taken by the HoY. Names of missing students are given to the HoY.
- HoYs report the names of any unaccounted for tutors or students to their SLT Lead (FCH Years 7-9, HRR Years 10-11, HRE Sixth Form), who will report this to the Deputy Headteacher (KLB)/Headteacher.
- All teaching staff who are not form tutors plus cleaning and caretaking staff, outside contractors, all laboratory technicians, resources assistants and office staff report to the staff muster point, where a member of the school office staff will also check all visitors recorded on Inventory. She will inform the Headteacher/Deputy Headteacher of any support staff/teaching staff who are not tutors, and any visitors, not accounted for.

Office Staff:

- close windows, collect all registers, medical room book, trips file, Inventory print out, the Sixth Form signing in/out books and crisis file and paper, and take them out to the MUSTER POINT, closing the office door.

- The lift must not be used.
- Anyone who is not in their room/office when the fire alarm sounds must go immediately to the MUSTER POINT.
- **NO ONE IS TO GO BACK INTO THE BUILDING WITHOUT EXPLICIT PERMISSION FROM THE HEADTEACHER/DEPUTY HEADTEACHER.**

**STAFF AND STUDENTS REMAIN AT THE MUSTER POINT UNTIL DISMISSED BY THE HEADTEACHER/DEPUTY HEADTEACHER** – when dismissed, Year 7 and the Sixth Form lead off on opposite ends. All other forms follow on behind them after they are given the signal.

#### B. EMERGENCIES DURING NON LESSON TIMES:

**Sounding the alarm:** The person who discovers the fire should activate the nearest call point, and then proceed with others to the MUSTER POINT, where he or she should inform a member of SLT that s/he activated the call point. **They must not attempt to tackle the fire.**

Evacuation of the Buildings:

- Students proceed immediately and in silence to the MUSTER POINT, and line up as above.
- Office staff: The procedure is exactly as above, in section A
- All other staff proceed at once to the MUSTER POINT, urging all students they meet to do the same.
- The lift must not be used.

The checking procedures for staff and students are exactly as "AT THE MUSTER POINT" above.

#### C. DURING AN ASSEMBLY:

All arrangements are as above **except:**

- Those students at the back of the Hall file out quickly and in silence using all doors.
- The students nearest to the fire doors on the playground side open the doors. Students sitting on the floor on the right hand side of the Hall file out into the playground, then round to the MUSTER POINT.
- Students sitting on the floor on the left-hand side of the Hall, leave the Hall as normal (file out into the corridor). Those near the front turn right, and lead out through the gym corridor into the playground. Those near the back turn left, go out through the foyer and walk to the MUSTER POINT.

#### D. ALTERNATIVE ESCAPE ROUTES

FROM CERTAIN AREAS OF THE SCHOOL IF THE MAIN FIRE EXIT IS BLOCKED:

Second & third floors of the tower

If a fire has blocked the usual exit down the central staircase from the third floor, go to the secondary escape stairs by the offices to the lower floor of the 6<sup>th</sup> form centre.

If the 2<sup>nd</sup> floor central staircase is clear, go down to the foyer and through the main doors to the MUSTER POINT. If the 2<sup>nd</sup> floor central staircase is blocked, go through the emergency door via the contemplation room, and follow the protected escape route into the Holdsworth Wing, to the MUSTER POINT via the far end stairs by the astro turf.

Rooms M11 – M16

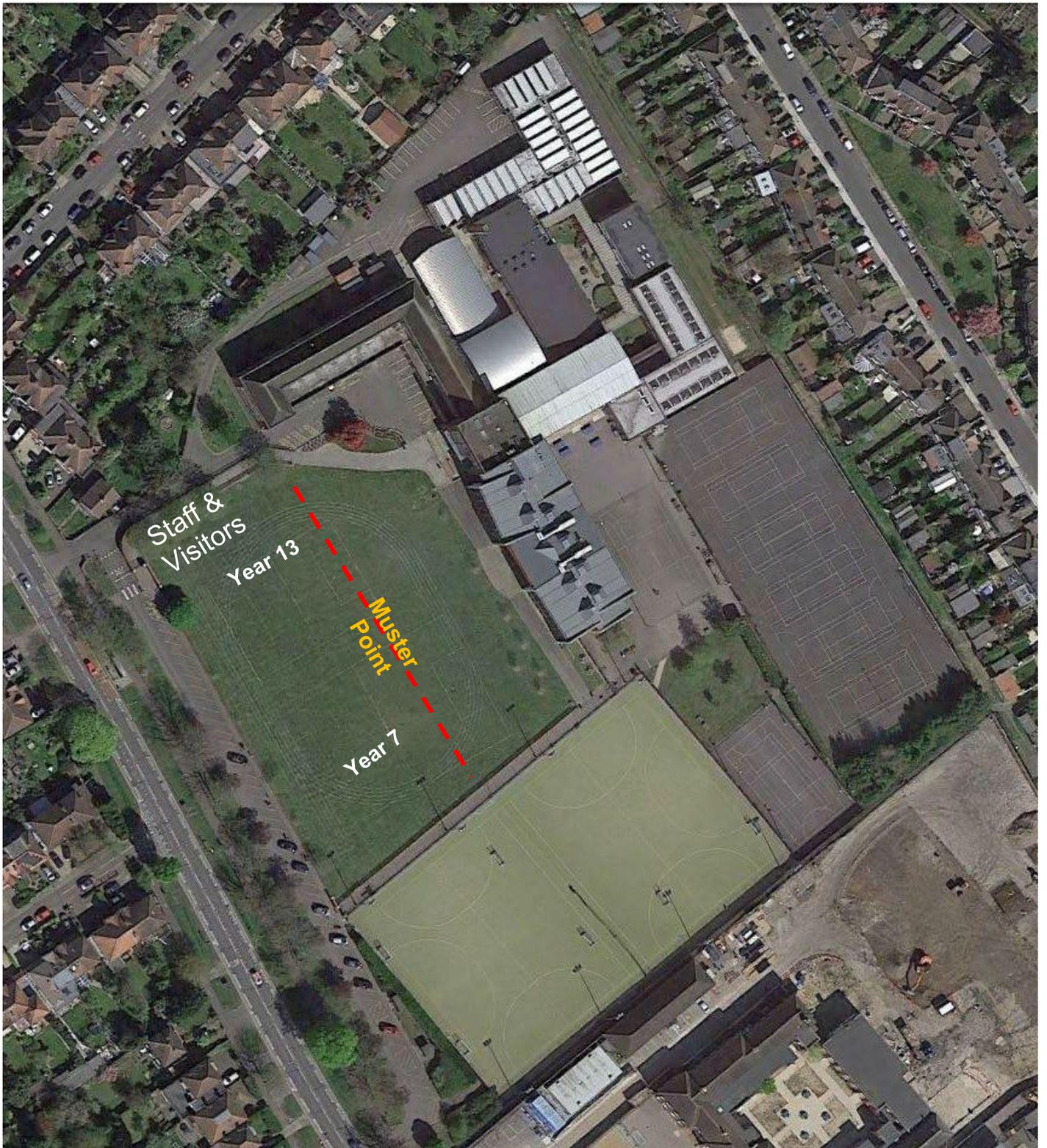
If a fire has blocked the exit via the central staircase, go out via the corridor to PE and then to the external doors leading away from the gyms and across the netball court to the front field.

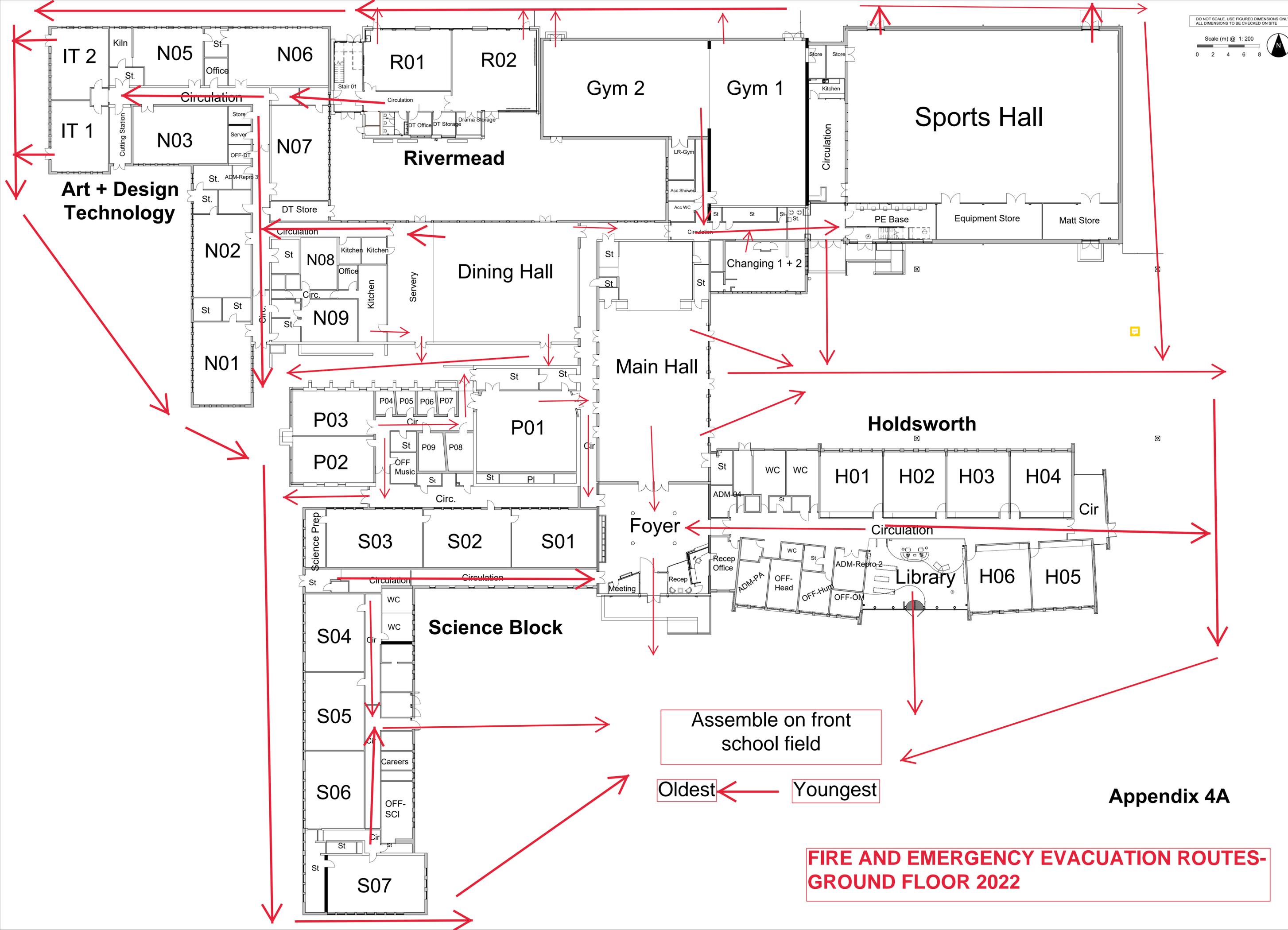
#### IN THE EVENT OF SCHOOL CLOSURE

Should a fire result in part or all of the school becoming uninhabitable for more than the remainder of that day, the school's Business Continuity Plan will be referred to.

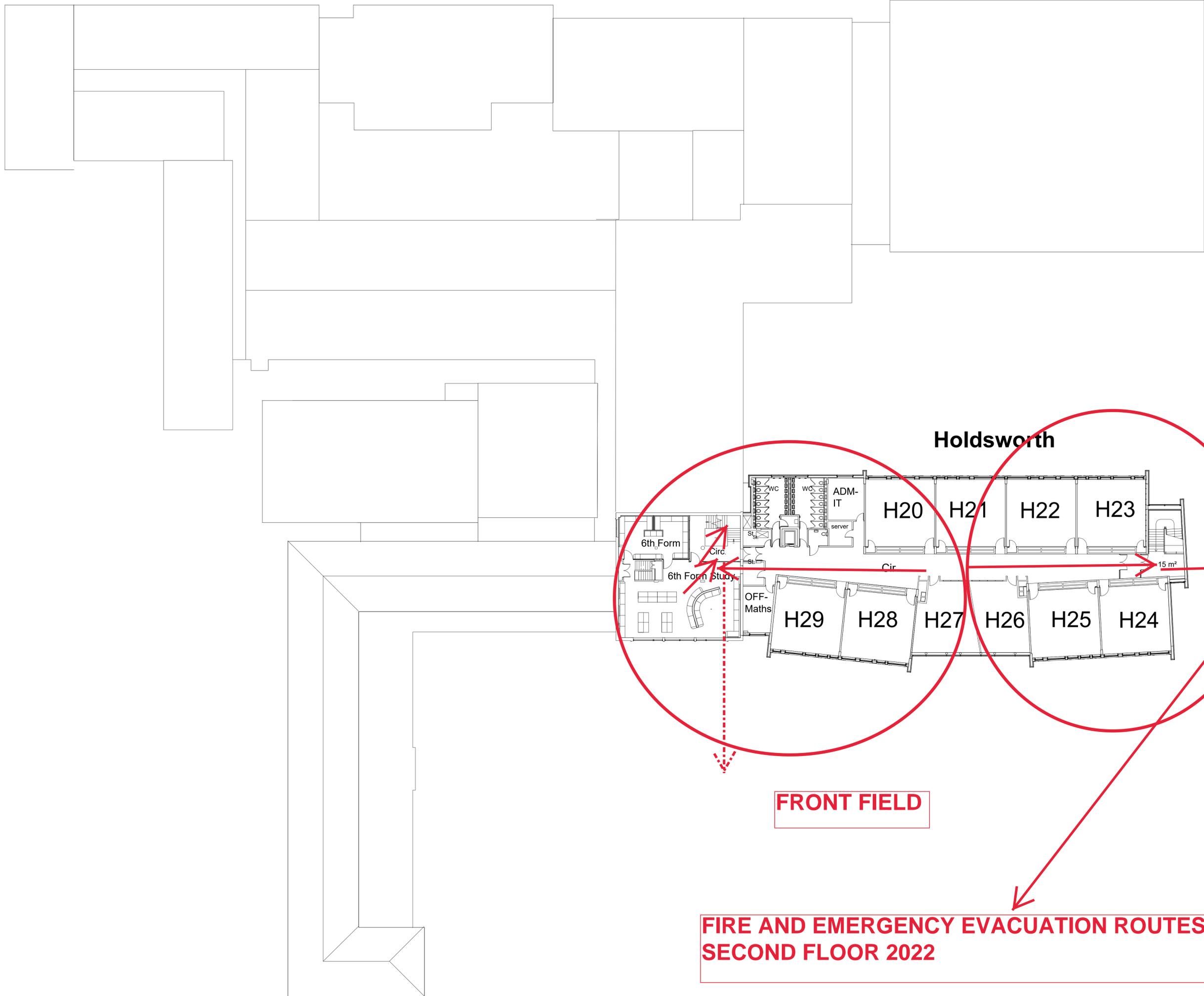
APPENDIX 3

Muster Point







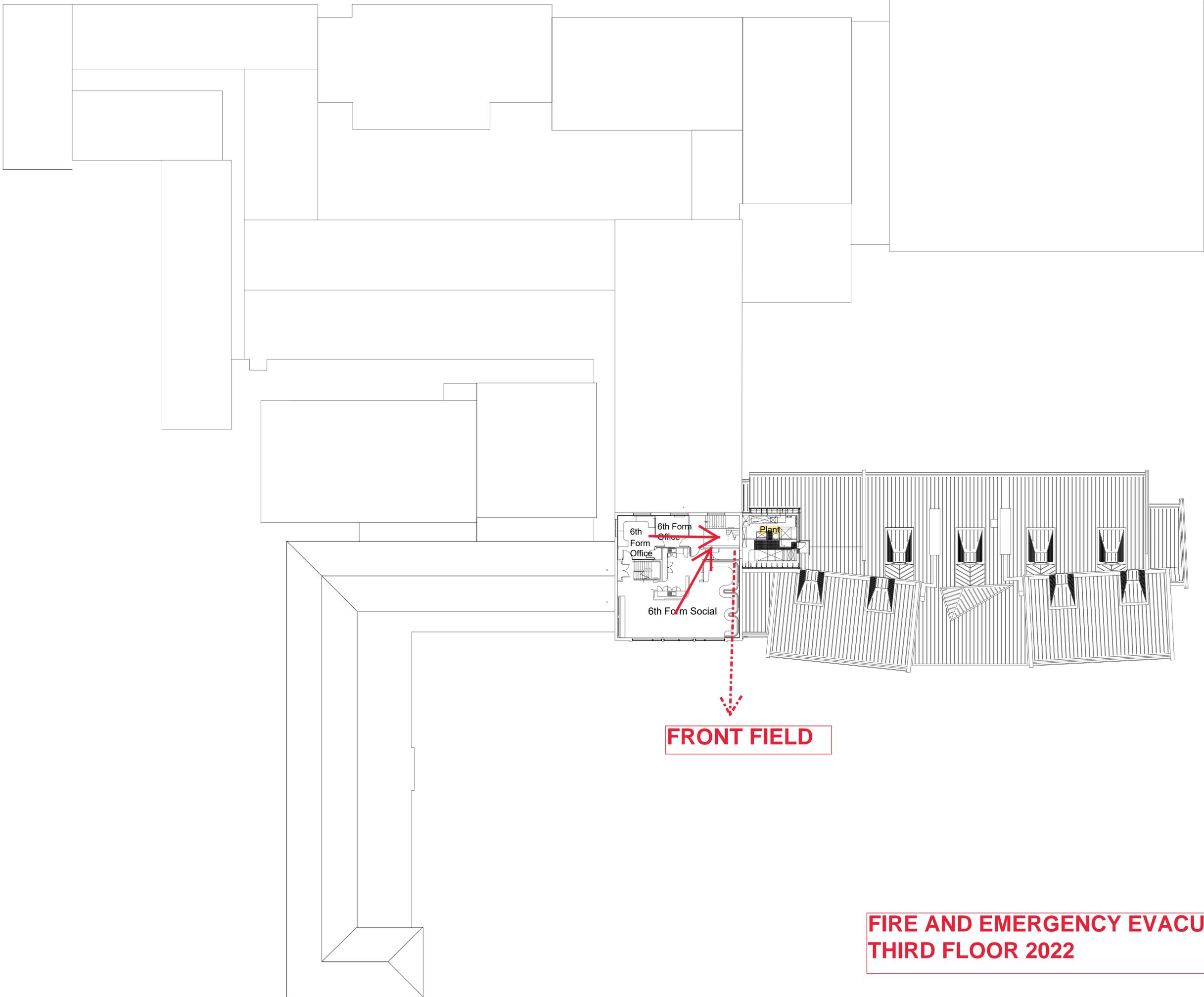


Holdsworth

FRONT FIELD

Appendix 4C

FIRE AND EMERGENCY EVACUATION ROUTES-  
SECOND FLOOR 2022



**Appendix 4D**

**FIRE AND EMERGENCY EVACUATION ROUTES-  
THIRD FLOOR 2022**

## APPENDIX 5

### FIRE REGULATIONS AND EVACUATION FOR EVENTS AND LETTINGS

The following notes must be communicated to:

- All third party letting organisers for communication to their visitors
  - All individual or small groups of visitors to the school
- a. The designated person with this responsibility will normally be the Deputy Headteacher or the Headteacher during the school day.
  - b. A nominated alternative must be identified to inform visitors for School evening events, usually a member of the staff Senior Leadership Team.
  - c. Lettings organisers together with the TGS Leisure Assistant will take joint responsibility during lettings when no TGS staff members are on site.

An announcement must be made at the start of all open events which include visitors to inform them of the evacuation routes and MUSTER POINT

1. Anyone discovering a fire should activate the nearest red wall-mounted fire alarm point, and then proceed with others to the MUSTER POINT, where he or she should inform the designated person that s/he activated the alarm.
2. If the emergency evacuation alarm sounds then everyone must leave the building immediately, following the green evacuation route signs, and walk calmly to the assembly point which is on the field in front of the school.
3. Anyone using the outside sports facilities must go straight to the front field without entering any buildings.
4. Everyone must ensure that they are aware of the evacuation routes for the area of the school they are using, and familiarise themselves with the location of emergency exits. These must be pointed out to visitors at the start of events. Maps or evacuations routes are included at the end of this notice.
5. No-one must leave the site until a member of school staff or the event organiser has confirmed that everyone is accounted for and free to leave. This is especially important for people who have signed in the visitors' book since the fire brigade will need everyone located.
6. No-one may re-enter the buildings until the senior member of TGS staff on site has confirmed the all-clear from the fire brigade.

## **INFECTION AND PREVENTION CONTROL – APPENDIX 6**

The school will follow national guidance published by the UK Health Security Agency when responding to infection control issues. The school encourages staff and pupils to follow this good hygiene practice, outlined below, where applicable.

### **1. Handwashing**

- Wash hands with liquid soap and warm water, and dry with paper towels.
- Always wash hands after using the toilet, before eating or handling food, and after handling animals.
- Cover all cuts and abrasions with waterproof dressings.

### **2. Coughing and sneezing**

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

### **3. Personal protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (e.g. undertaking of First Aid).
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

### **4. Cleaning of the environment**

- Clean the environment frequently and thoroughly

### **5. Cleaning of blood and body fluid spillages**

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

### **6. Laundry**

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

### **7. Clinical waste**

- Always segregate domestic and clinical waste, in accordance with local policy
- Used pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor

- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

#### **8. Animals**

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a school pet

#### **9. Infectious disease management**

- We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.
- We will follow local and national guidance on the use of control measures including:
  - Following good hygiene practices
  - We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)
  - Implementing an appropriate cleaning regime
  - We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned [twice a day]
  - Keeping rooms well ventilated
  - We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

#### **10. Pupils vulnerable to infection**

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

#### **11. Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance. In the event of an epidemic/pandemic, the school will follow advice from the UK Health Security Agency about the appropriate course of action.