Health Safety and Welfare Policy and Arrangements for Thames Ditton Junior School

Part 2: Organisation and Responsibilities for Health, Safety and Welfare
Part 3: Arrangements and Procedures for Health, Safety and Welfare

Prepared by: Rebekah O’Sullivan, School Business Manager
Recommended by: Premises Committee – 1st October 2018
Approved by: Full Governing Body – 27th November 2018
Next Review Date: October 2019

1. The Governing Body and Headteacher of Thames Ditton Junior School:

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

2. The Governing Body and Headteacher will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure they comply with all relevant H and S legislation, and will, so far as is reasonably practicable ensure:

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

3. In support of the above, the Governing Body and Headteacher 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 any significant findings to be properly incorporated into the school’s H and S procedures.
Part 2: Organisation and Responsibilities for Health, Safety and Welfare

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

1. The Governing Body

The Governing Body approves the H and S Policy of the school and monitors its successful implementation. The Governing Body further ensures, as administrators of the school’s delegated budget that sufficient and appropriate resources are allocated to implement the H and S Policies. The Governing Body will specifically:

1.1 Include Health and safety objectives in the School Development Plan. Targets may include,
   - Reductions in accidents/incidents.
   - Training for Governors/staff, and
   - Revision of policy/procedure

1.2 Nominate a Governor as an H and S link between the Governing Body and the wider school community, who will stay up to date with school H and S initiatives and inform the Governing Body accordingly.

1.3 Keep informed and updated about Surrey County Council’s H and S Policy, and receive advice and support from relevant officers of SCC or other advisers.

1.4 Ensure that H and S is an agenda item on Premises Committee meetings. At this meeting, reports will be produced:
   - by the Caretaker giving an update on the condition of the school and work currently being undertaken;
   - by the H and S Governor giving a report on any H and S inspection that has been undertaken;
   - by the H and S Co-ordinator giving details of the number and type of accidents that occur within the school

1.5 Facilitate any necessary review of the school’s H and S policy and procedure as may become apparent via the strategies above.

2. Headteacher

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

2.1 The contents of this policy are brought to the attention of all relevant persons.

2.2 A process for risk assessments is applied within the school, and that:
   - All appropriate areas/activities are covered, *(as per “core” Risk Assessment*
Health and Safety Policy

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.

2.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.

2.4 Appropriate staffing levels for safe supervision are in place.

2.5 An adequate schedule of inspection and maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:

- The fabric of the building.
- Play equipment.
- Fire appliances.
- Boiler/heating systems.
- Portable electrical appliances.
- Water systems.
- First Aid/medical facilities and equipment.
- Curriculum specific e.g. gymnasia and fume cupboards

2.6 An adequate needs analysis of H and S training is undertaken for school staff, and sufficient resources are put in place to ensure appropriate training is carried out.

Appropriate training may include:

- Headteacher H and S awareness
- H and S Induction training (all new and temporary staff)
- Emergency/Fire Training for the whole school community.
- First Aid
- Risk Assessment
- H and S Coordinator
- Lifting and Handling
- Working at heights

and any further specific H and S training identified by the training needs analysis as being necessary and appropriate.

2.7 Adequate and easily retrievable health and safety training records are available and up to date.

2.8 The school secures and maintains an arrangement for obtaining competent H and S advice as required by the management of H and S regulations.

2.9 The school cooperates and participates in the County's H and S monitoring arrangements.

2.10 A school's Educational Visits Co-ordinator is appointed and trained accordingly.
2.11 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.

2.12 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accidents and incidents.

2.13 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.

2.14 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the mean of escape.

2.15 An appropriate Deputy is suitably instructed to take day to day responsibility for H and S in the absence of the Headteacher.

The Headteacher may delegate functions to other groups or single members of staff (e.g. an H and S Coordinator) who may be tasked with the H and S administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

3. Deputy Headteacher

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

4. Line Managers

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

4.1 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.

4.2 All accidents and incidents occurring within their areas are reported, recorded and investigated in accordance with the school's procedure.

4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.

4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.

4.5 H and S inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report to the Headteacher is provided where necessary.

4.6 The H and S training needs of staff are identified and the Headteacher informed accordingly.

4.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
4.8 New transferred and temporary staff receive appropriate H and S induction training.

4.9 First aid provision is adequate.

4.10 Pupils are given relevant H and S information and instruction.

5. Teaching Staff [Including supply]

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

5.1 Effective and appropriate supervision of the pupils that they are supervising.

5.2 That appropriate safety instructions are given to all pupils prior to commencing practical sessions.

5.3 That they are conversant with the school’s H and S policy and any arrangements specific to their own department.

5.4 They know the emergency procedures.

5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.

5.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.

5.7 That they report any defective equipment to the relevant person.

5.8 All accidents and incidents are reported and reviewed or investigated.

6. Caretakers

The Caretaker is responsible to the Headteacher and in particular will ensure:

6.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.

6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.

6.3 That periodic H and S inspections are carried out at a timescale agreed by the Headteacher, 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, H and S Co-ordinator etc)

6.4 That persons they supervise only undertake work for which they are competent.

6.5 That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
6.6 That all staff work in accordance with safe working practices issued by the school, the County Council etc.

6.7 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

7. **Health and Safety Co-ordinator**

The Headteacher may appoint or nominate a Health and Safety Coordinator to carry out H and S functions and maintain an overview of the H and S organisation and management of the school, and report to the Headteacher accordingly. At Thames Ditton Junior School responsibilities are split between the H and S Coordinator and Business manager.

Specific functions of the H and S Coordinator may include:

7.1 Having an overview of the school’s H and S Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary.

7.2 Overseeing and supporting the school’s Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies.

7.3 Carrying out, with the Headteacher and others as appropriate, the school’s accident/incident recording, reporting, and investigation arrangements.

7.4 Arrange for termly evacuation drills and weekly fire alarm tests etc.

7.5 Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.

Specific functions of the Business manager may include:

7.6 Having an overview of the school’s H and S Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary.

7.7 Advising the Headteacher and/or County Council of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.

7.8 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. **All Employees** [including temporary staff and volunteers]

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their H and S responsibilities. In particular all employees must:
8.1 Participate in the school’s risk assessment process and comply with findings.
8.2 Report any defects in the condition of the premises or equipment of which they become aware.
8.3 Report all accidents/Incidents in accordance with the school’s procedure.
8.4 Be familiar with the procedure to be followed in the event of a fire/emergency.
8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.
8.6 To follow all relevant codes of safe working practice and local rules.
8.7 To report any unsafe working practices to their Line Manager.
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

All visitors to Thames Ditton Juniors are required to use the front entrance to the school and report to the office. They must sign the visitors’ book on arrival and collect a badge. When leaving, the visitor should return the badge and sign out. Where necessary, visitors should be accompanied around the school by a member of staff. Members of staff should challenge any unknown persons on school premises without a visitors’ badge. If a member of staff does not feel comfortable doing so they must immediately report to a member of the SLT.

Vehicular access to the school is controlled by a barrier which can be opened from the school office or by typing a code into the numbered keypad.

The back gate to the school (from Ash Path) is opened by the caretaker at 8.40am and is closed again at about 9.00am. It will be opened again at 3.00pm and locked at 3.30pm by the caretaker.

The side gate by the Office is opened at 7:30am for Trailblazers and closed at 9am. It is opened again at 3:00pm and locked at 4:30pm by the Office Team.

Parents are requested to drop their children off in the playground from 8.40am when a member of the SLT and the office staff will be on duty. The registers are taken at 8:55am. In the event of rain or snow children may be sent directly to their classroom on arrival.

At the end of the school day, children in year 3 will be collected directly from their classrooms. Children in other year groups will meet their parents (or other carer) on the school playground or at the front of the school. Children in years 5 and 6 are permitted to go home unaccompanied with the agreement of the child’s parent. Children who remain uncollected after 3.25pm will be asked to wait in the school office, and if necessary, the child’s parent / carer will be telephoned. When after school clubs are in progress, children will be supervised by the club leader throughout until they are collected by a parent or carer at the front door.

Parents are asked to inform the school in advance should there be any change of adult collecting their child. Parents wishing to collect their child during school hours should report to the school office.
The following people are officially listed as key holders to the school property:

Inusah Allasan  Caretaker
Fionna Byrne  Headteacher
Lyndsey Lough  Deputy Headteacher
Dave Archard  SLT
Rebekah O’Sullivan  School Business Manager
Becky Gardiner  Office Manager

Appendix 1 gives the emergency contact information for the school.

2 Accident Reporting, Recording and Investigation

All accidents which require hospitalisation or absence from work will be reported by the Health and Safety Co-ordinator via the Surrey CC online reporting system. The Headteacher or Deputy Headteacher must be informed at the earliest possible opportunity of any accident other than superficial injury occurring on the school premises so that relevant action may be taken.

3 Animals

The welfare of the animal and any potential adverse allergic reaction of pupils must be taken into consideration before a decision is made about keeping animals in the classroom. Arrangements must take into account issues such as providing a suitable environment, cleaning and feeding of the animals, taking care of them at weekends and during the school holidays etc.

4 Asbestos

The Asbestos Survey for Thames Ditton Junior School and the caretaker bungalow is located in the school office. All contractors and members of staff are made aware of its contents before any work is undertaken. Any damage to asbestos in the school must be brought to the attention of the Headteacher or Business Manager. Staff must not drill into walls without first obtaining approval from the Headteacher and checking the survey.

5 Contractors

Contractors are selected on experience and price. Pre-site meetings are always held with all relevant parties to agree arrangements and to exchange health and safety information and agree safe working arrangements, risk assessments, liability insurance, frequency of liaison meetings, name of person responsible for monitoring contractors, working methods and how staff should report concerns.

6 Curriculum Safety

We encourage all children to consider their own safety and the safety of others at all times. Risk assessments have been prepared for activities in which there is
a greater likelihood of an accident taking place (e.g. PE, cooking).

7 Disease Control

If a child is absent through illness, it is the responsibility of the parents to inform the school of the reasons for absence by 8.30am. If no contact is made by 9.15am, the school will contact the parents. If doubt is expressed regarding the child’s health during school hours, parents are contacted and requested to take the child home. If the condition of a child’s health gives cause for concern, medical advice may be suggested and a request that information be relayed to the school as soon as possible. Children with diarrhoea and/or vomiting should definitely be kept off school until at least 48 hours after their symptoms have gone; in other cases, parents may need to seek professional medical advice regarding the date a child can return to school without fear of infecting other pupils. Further advice about the Control of infectious Diseases can be obtained from the Health Protection Agency.

8 Drugs and Medications

See the separate policy – Supporting Pupils at School with Medical Conditions

9 Educational Visits

See the separate policy – Educational Visits

10 Electrical Equipment

Teachers are in the first instance responsible for ensuring that equipment in their classrooms is in good condition and properly maintained. Any equipment that is worn out or broken must be reported to the caretaker, for immediate removal. Any faults must be reported to the Business Manager.

All electrical equipment is portable appliance tested (PAT) every two years and a fixed wiring inspection is undertaken every five years. Both inspections are undertaken by Surrey County Council approved contractors.

11 Fire Precautions and Procedures (and other emergencies)

The Headteacher is responsible for undertaking and reviewing fire risk assessment in liaison with the health and safety co-ordinator and governor with responsibility for health and safety.

Fire drills will be carried out at least termly. After the fire bell has been rung:

- Each room will be evacuated as quickly as possible, calmly and quietly.
- All children and class based adults will walk quickly to the designated area i.e. far side of the playground, and each class will line up quietly. This includes
those who are not in class at the time (e.g. those using the toilet, or working with an adult in a small group or on a one-to-one basis)

- The Headteacher and deputy Headteacher (or designated member of the SLT in the case of absence) are the fire marshals and they will sweep the building checking all toilets and classrooms to ensure that no one is left in the building; in the event of their absence, the business manager will become a fire marshal and if any further changes are necessary, these will be stated in the weekly arrangements.

- The other office staff will take class registers to class teachers in the designated area to enable class teachers to check that all children are present.

- The office manager will take the visitors’ list to the designated area to check that they have evacuated the building. It is vital that all visitors sign in when they arrive and sign out when they leave so that the list is accurate.

- If any child is absent from the line up in the playground, this will be reported to the Headteacher immediately. In the case of a practice, the other children will return to the school and a further search will be conducted; if it is a genuine alarm, the emergency services will be told immediately.

- After the drill has been completed, all children will walk back to their classrooms calmly.

Governors will be informed of fire drills and their efficiency.

All staff are made aware of fire procedures in the staff handbook and through staff briefings. Visitors to the school are asked to read the fire procedures when they sign in. After a fire drill, the Health and Safety Co-ordinator will give feedback to the Headteacher about the efficiency of the process and staff will be informed if any changes need to be made to the procedure.

A Fire Risk Assessment is reviewed annually and revised as required by an authorised external company or a member of staff or governor who has undertaken the Fire Risk Assessment Training organised by Surrey C.C.

Fire Alarm points are tested weekly on a rota system by the caretaker and the fire alarm system and emergency light testing is undertaken by an appointed contractor as part of the schools building services buyback from Babcock. Annual maintenance of fire extinguishers is undertaken annually by a specialist contractor. It is the responsibility of all staff to ensure that fire exits are kept clear.

All testing and servicing is recorded in the Fire Evacuation and Routine book located in the office.

12 First Aid

All members of staff receive first aid training, and this is provided on a three-
yearly cycle; in addition two other members of the office staff will have received more intensive paediatric first aid training.

In the event of an injury, a member of staff will give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school and when necessary ensure that an ambulance or other professional medical help is called. A member of the office staff will call the parent/carer and inform them of the situation. In the absence of a parent/carer a member of staff will act in loco parentis and accompany a child to hospital if required.

Accidents are recorded in the Accident Book, and for bumps to the head, parents are informed by telephone.

First aid boxes are located in the school office. The lunchtime staff have their own first aid boxes, which are taken out on to the playground during break and lunchtime. These are checked and replenished on a regular basis by a member of the office staff.

Infection control precautions will be followed by the first aider when giving first aid or clearing up following an injury or illness.

13 Food Technology (Primary)

Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments have taken place. Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned. Close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens.

14 Glass and Glazing

All glass in doors, side panels and all replacement glass is of the required safety standard.

15 Hazardous Substances

The school is alert to the need to limit the use of any hazardous substance and use alternative substances where possible. Where hazardous substances are used in school, they are kept in locked cupboards and a COSHH (Control of Substances Hazardous to Health) sheet will be completed by the caretaker.

16 Health and Safety Advice

Health and Safety Advice is obtained from Babcock 4S as part of the school’s annual buyback.
17 **Housekeeping, cleaning and waste disposal**

A cleaning schedule is in place to ensure the school premises and environment is clean and tidy; this is shared by outside cleaning contractors and the school caretaker. Wet floor cleaning is carried out when pupils and staff are not on the premises and safety signs are posted if necessary.

External waste bins are located in the car park and the rubbish is collected weekly.

Equipment and materials for snow clearance are on the school site and this is undertaken by the caretaker as required following a risk assessment of the situation.

18 **Handling and Lifting**

All staff are made aware of safe handling and lifting arrangements as part of their induction. The caretaker attends specific training to ensure that he uses correct lifting techniques.

19 **Hygiene**

All staff are responsible for encouraging good hygiene habits in the children. Particular emphasis is placed on hand washing after using the toilet and before eating.

20 **Jewellery**

Children should not wear jewellery in school, but pupils with pierced ears may wear studs or sleepers. However, these must be removed before P.E. lessons and other sporting activities on safety grounds.

There may be occasions where children wish to wear an item of jewellery for religious reason, however, parents are asked to discuss this with the school in advance.

21 **Legionella**

Regular checks must be carried out by the caretaker and recorded to show that appropriate action has been taken to prevent infection from legionella bacteria. The Health and Safety Governor will ensure that appropriate checks have been carried out on a termly basis.

22 **Lettings/shared use of premises**

The Headteacher will ensure that any hirer of the premises, for any event, is
aware of his/her obligations under health and safety legislation and the school health and safety policies where appropriate. This may include restriction on the use of equipment, restrictions on accessible areas, staffing requirements, first aid provision, fire and emergency arrangements, agreeing responsibilities at school fetes and other fund raising events etc.

23 **Lone Working**

A risk assessment is in place for lone working arrangements and all personnel follow this guidance.

24 **Long Term Evacuation Plan**

Procedures for long term evacuation are contained in the school Emergency Plan.

25 **Maintenance / Inspection of Equipment**

A log of maintenance and inspection of school equipment is kept by the Business Manager.

The following equipment is examined and inspected regularly: PE equipment, kitchen equipment, fire alarm, fire extinguishers, portable appliance testing (PAT), security alarm, emergency lighting, lightning conductors, air conditioning units, sewage pump, heating system, thermostatic mixer valves (TMVs), astroturf pitch, trim trail (see appendix 2 for further details).

26 **Monitoring the Policy**

The governor with responsibility for health and safety carries out a termly inspection and then reports back to the Premises Committee.

The Health and Safety Co-ordinator monitors the accident reports and informs the Headteacher of any particular trends.

27 **Personal Protective Equipment (PPE)**

PPE is obtained as required and requested and provided free of charge where risk assessment determines it to be necessary. It is the person provided with the PPE who is responsible for ensuring its suitability, notifying the Business Manager if a replacement or alternative is required.

28 **Physical Education**

Children are expected to get changed for PE (see uniform list). It is also expected that teachers set a good example by wearing the appropriate clothing for teaching PE.
All children should be taught how to handle and position apparatus safely. The teacher should allocate sufficient children to carry each piece of apparatus, depending on age and size. The teacher must make sure all apparatus is safe and secure prior to and after use. Children must be made aware that there is no use of the apparatus until the teacher gives the command. If any defects are found in equipment, they should be reported to the PE Subject leader.

PE equipment is checked annually by Surrey CC.

29 Playground Safety

Children are supervised at all times when outside during morning break or lunchtime. There is a minimum of four people on duty with general responsibility and additionally, there are also Learning Support Assistants who are responsible for specific children who have special educational needs.

There is a rota for the use of the trim trail and it is not used during wet or icy conditions as this can make equipment dangerous to use. Staff are familiar with the apparatus and know what activities can be reasonably allowed as safe, so that play is adequately controlled and supervised.

Appropriate first aid provision is in place (see above).

30 Reporting Defects

Any defects in equipment or premises must be reported to the Caretaker or Business Manager who will instigate the necessary repair.

31 Risk Assessments

Risk assessments will be undertaken by members of staff as appropriate to the activity or risk. A risk assessment will be undertaken using the school template for any activity in which there is perceived to be an element of risk and will always take place when there is an educational visit.

Review of the Risk Assessments will be undertaken by members of the Premises Committee.

32 School Trips/ Off-Site Activities

Guidance is taken from the Surrey County Council ‘Guidance for Education Visits and Outdoor Activities’ and ‘Off Site Activities Management’.

All visits out of school, whether in the local community or further afield will be carefully planned by the teachers involved and risk assessments will be undertaken before the visit takes place. The Education Visits Co-ordinator (EVC)
will where necessary, seek approval from Surrey County Council and will check emergency arrangements, parental authorisation, supervision requirements and first aid provision.

The school's EVC is Sue Howarth.

33 Smoking

Smoking is not permitted anywhere on the school site in accordance with Surrey CC guidance.

34 Snow and Ice

See separate policy – Snow and Ice

35 Staff Concerns

Staff can raise a matter of concern or make suggestions regarding a health and safety issue at any time with the Headteacher or Business manager.

36 Staff Health and Safety Training and Development

All new staff are briefed of the H&S arrangements in school through their induction and requirement to read the staff handbook.

Staff are briefed of any new developments as required.

37 Staff Well-being / Stress

The Governing Body recognises the considerable pressures on staff in schools, which, if not properly managed, can and do lead to work related stress and that it is in the best interest of the school and its pupils to ensure that staff are able to perform at the peak of their abilities. The Governing Body is committed to creating within the School an environment that is conducive to reducing the instances of work-related stress to a minimum and to ensuring that individuals suffering from work-related stress are managed in a sympathetic and supportive manner.

As part of the Service Level Buyback agreement with Babcock 4S the school has in place the Employee Assistance Programme.

38 Supervision

Pupils must not be left unattended on the school site during school hours. If a pupil misses their break as a consequence of misbehaviour, it remains the responsibility of the teacher to supervise him/her. Similarly, if a pupil is doing a job in the school building at break time, the teacher is still responsible for them.
School trips must follow approved ratios for supervision (see Guidance for Educational Visits).

All adults, including parent volunteers, working alone with children must have DBS clearance.

39 Transport

For all visits the school uses reputable companies, whose coaches all have seat belts; where possible we avoid children occupying front seats.

Children may be transported to sporting fixtures or other local events in private cars belonging to parents or members of staff provided the owner of the car has a valid driving licence and an insurance policy, which covers the carriage of children for school activities. Seat belts must be worn at all times and booster seats are available in school when needed. Written authorisation must be received from the parents of the children who are being transported.

At present the school does not have use of a mini bus.

40 Use of VDUs / Display Screens

All staff using VDUs / display screens for the majority of their day must receive training and have a risk assessment completed. Staff using VDUs / display screens for the majority of their day may are entitled to the provision of eye tests and a contribution towards glasses specifically for use with VDUs / display screens.

Any concerns or requirements to be raised with the Business manager.

41 Vehicles on Site

Vehicles should be parked within the marked car parking spaces. Children and their parents should avoid crossing the car park when coming into school.

Vehicles are not allowed on the school playground or field when children are present except in exceptional circumstances. Most work where vehicular access is required is completed during holiday time.

42 Working at Height

When accessing higher levels, for instance, to store or retrieve resources or set up or remove displays, all members of staff must use correct equipment; a set of step ladders is available in each year group.

The caretaker may need to gain access to the roof to clear guttering or to retrieve items such as balls. When he does so, he must
check the safety of the ladder beforehand;
select a suitable access point;
ensure another person is present to secure the ladder.

The caretaker has undertaken suitable Working at Heights training.

43 Work Experience

Arrangements for induction and supervision of students on work placement is agreed by the Deputy Head in conjunction with the students’ own school to ensure all the required insurances and controls are in place.

This policy will be reviewed by the Premises Committee annually. It will be promoted and implemented throughout the school.
### Appendix 1 – Emergency Contact Information

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<thead>
<tr>
<th>Category:</th>
<th>Name:</th>
<th>Telephone Number:</th>
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<tbody>
<tr>
<td>Headteacher:</td>
<td>Fionna Byrne</td>
<td>Home: 01483 379 930</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mobile: 07709 789 430</td>
</tr>
<tr>
<td>Deputy Headteacher:</td>
<td>Lyndsey Lough</td>
<td>Home: 07968 856 944</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mobile: 07968 856 944</td>
</tr>
<tr>
<td>Chair of Governors:</td>
<td>Bronach Hughes</td>
<td>Home: 020 8398 1628</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mobile: 07711 902 653</td>
</tr>
<tr>
<td>Vice Chair of Governors or other</td>
<td>Rebecca Walker</td>
<td>Home: 020 8398 6144</td>
</tr>
<tr>
<td>nominated Governor:</td>
<td></td>
<td>Mobile: 07973 194363</td>
</tr>
<tr>
<td>Site Manager/Caretaker:</td>
<td>Inusah Allasan</td>
<td>Home: 020 8398 3826</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mobile: 07984 514 328</td>
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**School e-mail address (that should be checked during school hours)**

office@tdjs.org

**School e-mail address for EMERGENCY COMMUNICATION (if different from above)**


**Headteacher’s email address for EMERGENCY COMMUNICATION (that should be checked outside of school hours)**

head@tdjs.org
### Appendix 2 - Inspection and Maintenance of Equipment

<table>
<thead>
<tr>
<th>Item</th>
<th>Maintenance carried out by:</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air-conditioning</td>
<td>Surrey CC Buyback</td>
<td>Annually</td>
</tr>
<tr>
<td>Asbestos</td>
<td>Surrey CC Buyback and regular school visual inspection</td>
<td>Annually</td>
</tr>
<tr>
<td>Astroturf pitch</td>
<td>Technical Surfaces</td>
<td>6 monthly</td>
</tr>
<tr>
<td>Emergency lighting</td>
<td>Surrey CC Buyback</td>
<td>Annually</td>
</tr>
<tr>
<td>Fire alarm</td>
<td>Surrey CC Buyback</td>
<td>Annually</td>
</tr>
<tr>
<td>Fire extinguishers</td>
<td>Chubb</td>
<td>Annually</td>
</tr>
<tr>
<td>Fixed Wiring</td>
<td>Surrey CC Buyback</td>
<td>5 yearly</td>
</tr>
<tr>
<td>Heating / Boilers</td>
<td>Surrey CC Buyback</td>
<td>Annually</td>
</tr>
<tr>
<td>Kitchen equipment</td>
<td>Surrey CC Buyback</td>
<td>Annually</td>
</tr>
<tr>
<td>Lightning conductors</td>
<td>Surrey CC Buyback</td>
<td>Annually</td>
</tr>
<tr>
<td>PE equipment</td>
<td>Surrey CC PE Equipment Maintenance</td>
<td>Annually</td>
</tr>
<tr>
<td>Portable appliance testing</td>
<td>UK Safety Management</td>
<td>Every two years</td>
</tr>
<tr>
<td>Security alarm</td>
<td>Atrius</td>
<td>Annually</td>
</tr>
<tr>
<td>Sewage Pumps</td>
<td>Surrey CC Buyback</td>
<td>6 monthly</td>
</tr>
<tr>
<td>Thermostatic Mixer Valves</td>
<td>Surrey CC Buyback</td>
<td>Annually</td>
</tr>
<tr>
<td>Trim trail</td>
<td>Surrey CC PE Equipment Maintenance</td>
<td>Annually</td>
</tr>
</tbody>
</table>