



**ISL Surrey Health and Safety Policy 2017**

**Date reviewed  
October 2017**

**To be reviewed  
August 2018**

### **Mission statement**

The International School of London Group is a culturally diverse community which fosters a passion and enthusiasm for learning, through outstanding educational practices. Students' cultural and linguistic identities are valued and nurtured through our international curriculum and Mother Tongue programme. Our school develops the attitudes, skills and understanding needed for active and responsible contributions to both local and global communities.

At the ISL Surrey, we believe in:

- Empowering students to maximise their learning opportunities and to fulfil their potential.
- Actively integrating cultural diversity in the curriculum.
- Creating inclusive, vibrant and innovative learning communities.
- Offering a diverse and extensive international programme that supports personal, social and professional growth.

### **Principles and aims**

ISL Surrey, in accordance with the HSE ([www.hse.gov.uk](http://www.hse.gov.uk)), has a sensible and proportionate approach to health and safety management that ensures the premises provide a healthy and safe place for all who use them, including the school workforce, visitors and pupils.

At ISL Surrey Primary School we:

- Promote risk awareness rather than risk avoidance.
- Believe in creating a safe learning environment, giving pupils an appreciation of risk and how to deal with it.
- Undertake reasonable actions to reduce significant risks by putting in place control measures to manage real risks. It is not about the elimination of all risk.
- Ensure our health and safety arrangements are proportionate and appropriate to the risks involved.
- Provide adequate control of the health and safety risks arising from our work activities
- Consult with our employees on matters affecting their health and safety
- Provide and maintain safe school and equipment
- Ensure safe handling and use of substances
- to provide information, instruction and supervision to employees
- Ensure all employees are competent to do their tasks, and to give them adequate training
- Prevent accidents and cases of work-related ill health
- Maintain safe and healthy working conditions

This Policy should be read in conjunction with our Safeguarding and Child Protection Policy, Well-Being Policy, Medical Needs Policy, Risky Play Policy and Educational Visits Policy.

## 1.0 ROLES AND RESPONSIBILITIES

- The school is aware that its responsibilities extend beyond its own employees. The working environment must pose little or no risk either to employees, pupils, contractors, persons outside the premises, or visitors to the premises.
- The school has a responsibility for anybody that is affected by the action of an employee.
- The school also has responsibility for contractors on the school sites, both for their place of work and for articles, substances and equipment that they use and therefore ensures that contractors conduct themselves in a sensible and safe manner and according to the Health & Safety Policy of the company they are employed with.
- The school provides safe access to and egress from the premises and provides premises which are healthy and safe for the use of after school activities.

### 1.1 All members of the school community

- Have a duty to ensure a safe and positive school environment
- Co-operate with supervisors and managers on health and safety matters
- Do not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to the appropriate person (facilities manager or Principal).

### 1.2 The Principal

- Responsible for overseeing the general policy and monitoring its effective implementation within the school.
- Carry out a termly safety walk around check alongside the Facilities Manager and a member of SLT (September, January and May)
- Ensure that safety inspections are carried out at regularly, recorded and that necessary remedial action is carried out.
- Ensure that all educational visits adhere to the procedures set out in the Education Visits Policy and that adequate risk assessments have been carried out.
- Responsible for ensuring that employees working at locations under the control of other employers are given relevant health and safety information.
- Ensures adequate numbers of staff are provided with appropriate training so that they may support the following managerial arrangements;
  - First aid
  - Fire and emergency evacuation
  - Risk assessments, including fire, display screen equipment, manual handling, and substances hazardous to health and general risk assessments.
- Responsible for reviewing the accident and incident records.
- Responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority, Board of the School (RIDDOR)
- Responsible for investigating accidents
- Responsible for investigating work-related causes of sickness absences.

- Alongside ISL group directors, responsible for acting on investigation findings to prevent a recurrence.

In the absence of the Principal, the Senior Leadership Team will assume these duties and has the authority to make and implement decision throughout the school at any level if there is:

- Immediate danger, or,
- Dangerous practice, or
- Breach of the law.

### 1.3 Facilities Manager

- Day-to-day responsibility for ensuring this policy is put into practice
- Investigate and advise on hazards and precautions
- Undertake termly premises inspections and keep records of any faults identified (if appropriate)
- Attend to defect reports and recommendations from all members of the school community
- Keep records of hazards identified on site by staff and the remedial action taken and when
- Ensure all accidents within the area of responsibility are recorded in line with the school policy
- Monitor accidents to identify methods or reducing accidents
- Ensure risk assessments for key events are carried out
- Ensure risk assessments are carried out for all teaching spaces by teachers and specialist teachers
- Carry out risk assessments for common spaces (playground/ car park / atrium/ houses etc.)
- Ensure Key Risk assessments are in place
  - Display Screen Equipment
  - Electrical Safety
  - Fire Safety
  - Large Play equipment
  - Manual Handling
  - School Security
  - COSHH (control of Substances Hazardous to Health)
  - Communicable diseases
  - After School Clubs
  - Playground safety
- Responsible for ensuring that all identified maintenance is implemented.
- Be trained as the designated Fire Marshall
- Responsible for the provision and maintenance of all 'fire' equipment; fire extinguishers, hoses, emergency lighting etc. including liaison with the local Fire and Rescue Service regarding the maintenance of all School fire certificates and for the preparation and review of Fire Risk Assessments
- Develop and establish emergency procedures, and organise fire evacuation and lock down practices within the school
- Arrange for fire safety/firefighting training for staff
- Identify staff development requirements regarding health and safety and provide regular refresher health and safety training for all staff members

- Provide health and safety training as part of the induction process for new employees
- Maintain and monitor health and safety training records
- Ensure routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels, heating etc. are undertaken
- Ensure routine maintenance checks and temperature monitoring for bacterial hazards are undertaken on the water system(s) and documented
- Ensure all portable electrical equipment is PAT tested on a regular basis
- Ensure playground equipment checks are up to date
- Ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place

#### **1.4 Teachers**

- Be aware of and follow all safety rules, procedures and safe working practices
- Report incidents that have led or may lead to injury to people or damage to property or equipment
- Assist in the investigation of accidents with the objective of introducing new measures to prevent recurrence
- Ensure risk assessments are carried out for individual teaching spaces
- Identify and report equipment needing maintenance in their classrooms/teaching spaces
- Ensure their classroom has clear traffic routes and that exit routes are kept free

#### **1.5 Learning facilitators**

- Be aware of and follow all safety rules, procedures and safe working practices.
- Be familiar with the general and safety rules that apply to his/her area of work.
- Report defects to line manager.

#### **1.6 Administration**

- Be aware of and follow all safety rules, procedures and safe working practices.
- Be familiar with the general and safety rules that apply to his/her area of work.
- Report defects to line manager.

**1.7** To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

- Principal: Offices
- Facilities manager: Gymnasium, atrium, outdoor areas, science lab, kitchens, the Hideout, stores and toilets
- Homeroom/Classroom teachers: Classrooms
- Specialist teachers (Music –music room, Performing Arts Coordinator – stage/black box, WAC coordinator – House 15)

## 2.0 PREVENTATIVE SAFETY PROCEDURES

The following preventative rules apply:

- All staff should be aware of all emergency procedures.
- All fire exits should be kept free from obstructions.
- Students are not to be left alone in the classroom, gym hall etc
- All areas should be well lit.
- Teachers are responsible for ensuring orderly conduct in the building.
- Only safe ladders should be used to climb on.

## 3.0 EMERGENCY PROCEDURES

### 3.1 Fire and Evacuation

- The facilities manager is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are to be checked by the facilities manager regularly.
- Emergency evacuation drills will take place every school term.
- At the beginning of each event organized outside school hour, attendants are made aware of evacuation procedures (i.e. parents evening, concerts) by the responsible staff member.

Evacuation Alarm system in school

- The school has an evacuation alarm that produces a continuous sound until switched off.
- The alarm is maintained and checked by EFL Fire & Security.
- The facilities manager contacts the Fire Brigade.

Evacuating the Building

- Procedure for evacuating the building in the event of an emergency is described in the Emergency Procedure (see appendix) poster which is prominently displayed in all classrooms and throughout the school.
- Firefighting is a responsible and possibly dangerous activity. Whilst students are under the supervision of teaching staff, they are not allowed to help fight any fire, but must be removed from the premises as soon as possible.

Firefighting Equipment

- Fire extinguishers are installed on walls or on a designated display. They are easy to reach, free from obstructions, readily available, tagged and operable.
- The firefighting equipment is maintained and checked annually by Elite Fire Ltd. Results of the check are noted on metal labels on the equipment.
- The firefighting equipment and emergency doors are visually checked on a weekly basis by the facilities manager.

Fire Wardens

- Teachers' first responsibility is the well-being and the safety of the students. In case of evacuation, they must leave the building with the students and stay with them at the fire assembly point.

- The facilities manager is a qualified Fire Marshall and needs to renew his qualifications every 3 years.
- Students will never take part in any firefighting training.
- Training of Fire Wardens is provided by 1st Attendance Ltd.
- The school Principal, School Secretaries, and the School Library Manager are appointed fire wardens. They know the location of the fire extinguishers, how to use them and which type of extinguisher to use in case of fire.

Fire Drill Procedure *See Appendix*

### **3.2 LOCK DOWN**

- Lock down drills will take place at least twice a year.

See Lock Down procedure

### **4.0 FIRST AID**

#### **First Aid trained members of staff**

- The School Secretaries are trained qualified First Aiders who, most cases, deal with cases and administer first aid in case of injuries etc.
- There are at least four paediatric qualified first aiders on site, one of whom is based in Early Years during the school day and at least one member of staff with a first aid at work qualification.
- The SENco is responsible for identifying training needs for long term medical conditions and ensuring training/qualifications are up to date.
- The Admissions Secretary is responsible for identifying training needs and ensuring first aid qualifications are up to date.
- If all appointed First Aiders are absent, the Principal is responsible.
- Emergency First Aid training will be available on an annual rotating basis for non-qualified staff.

#### **First Aid Kit**

- First aid/emergency kits are kept in the staffroom, kitchen, reception, next to the changing rooms and all learning spaces.
- A large First Aid kit is kept in the First Aid Room in a locked cupboard. The key is in the office.
- There is an extra First Aid kit kept in the First Aid Room to take on school trips and to use at outdoor events.
- First Aid kits are checked on a termly basis by the school secretary for stock and expiry dates.
- The school complies with the advised stock by St John's Ambulance.
- In the event that a member of staff notices shortage of material, he/she should inform the secretary immediately.

#### **First Aid Room**

- Located opposite the Principals office.
- No students should be left unattended in the first aid room.

- If a student is alone with an adult in the First Aid room the door must be open and another member of staff must be informed.
- The first aid room contains a wash basin with hot and cold running water, a first aid cabinet, a container suitable for the safe disposal of clinical waste and medical couch with wipe clean protection.

**INJURY Without medical assistance – only FIRST AID**

- Relatively small accidents, which can be handled by the first aiders/teachers or secretary or any other adult available at that moment, will be dealt with on the spot. This will be recorded by the school secretary (qualified first aider) on the accident forms available at the reception.
- All accident forms for early years students are handed over to the class teacher who will then share this form with parents/carers
- For minor accidents which may need further medical assistance, the parents and Head of School will be notified and they will be recorded in the Accident Record.
- In the case of a head injury parents/carers will be notified and the student will be closely monitored. This will be recorded on the Accident Record.
- The School Principal is responsible for regularly reviewing the accident records

**INJURY With medical assistance**

- *More serious accidents, which require professional medical assistance*
- First Aid is given to the victim, if appropriate.
- Parents or emergency contacts will be notified using the emergency contact numbers in our database.
- If an ambulance is needed, (this may happen simultaneously with attempts to contact emergency numbers) the school office will immediately contact 999 Emergency Service.
- If the injured is mobile, then he/she should be taken for emergency treatment to the Hospital. The Office is responsible for arranging for a member of staff to transport the student/staff to hospital. The member of staff taking the injured person should stay with the injured person and return with them; or stay with the injured person until the parent/guardian arrives at the hospital and then return to school.

All staff must report any accident (or near misses) involving either themselves, visitors or volunteer helpers by recording the details on the Accident/ Incident or RIDDOR form available in the office. Pupil accidents and incidents, depending on the severity will be reported though the First Aid or RIDDOR or Incident forms.

**RIDDOR**

We follow the RIDDOR guidelines laid out by the HSE.  
(<http://www.hse.gov.uk/pubns/edis1.pdf>)

**5.0 MEDICINES**

- No student should be given medication without written consent from the parents. Medicines should only be taken to school when essential.
- A member of staff must supervise a student taking any medications.

- Medications cannot be given to one student by another student. If this happens, both sets of parents will be notified.
- If a student refuses to take medication, staff will not force them to do so. The school will inform the student's parents as a matter of urgency. If necessary, the school may need to call the emergency services.

### **5.1 Non-prescribed medicines**

- In the event of a student bringing medicines to the school the parents are required to fill in a form which states that the school can administer medicines, but the parents take full responsibility.
- Paracetamol /Calpol is kept at the school; however, it may only be dispensed with the written permission of the parent.

### **5.2 Prescribed medicines**

- Parent must authorize and supply the drug in appropriate doses with written instructions.
- Students should never be given aspirin or medicines containing Ibuprofen unless prescribed by a doctor.
- Medicines must be provided in the original container as dispensed by a pharmacist. The container must be labelled with the student's name, the type of medicine and dosage instructions.

### **5.3 Administering medicines**

All staff must:

- Check written instructions and authorisation received by the school and confirm with details on the medicine container
- Check the prescribed dosage.
- Check the expiry date of the medicine.
- Check the timing/frequency details
- Check record of last dosage given.
- Check the student's name of the medicine again.
- Complete written record of dosage given, including date, time and signature (back of form).

If the member of staff is in any doubt about any of the details, they should check with the student's parent before giving the medication.

### **5.4 Allergies** (see Medical Needs Policy)

- Parents/primary carers will be asked about allergic disease in their application and registration of their child.
- If a student has an allergy, a written allergy management plan will be obtained from the doctor, including allergens/triggers to avoid, medications and contact information and a care plan produced by the Senco in conjunction with parents/ primary carers.
- The allergic student will be readily identifiable to all school staff.
- Reasonable measures will be instituted to ensure appropriate allergen avoidance. Tobacco smoking and e-cigarettes are banned on the ISL Surrey Primary School campus.
- School staff will be educated in allergen avoidance and recognition and emergency treatment of allergic reactions.

- Relieving and emergency medication will be available at all times. (as provided by the parents/primary carers) Kept in the Secure cabinet in the front office AND First Aid Room.
- School staff does not take legal responsibility for the consequences of administering emergency or relieving medication.
- Protective measures will continue on school trips.

### 5.5 Bodily Fluids

As it is not possible to identify all circumstances where employees are not at risk from disease associated from body fluids, controls are based on the concept of 'Universal Precautions' and ALL body fluids should be regarded as potentially infectious.

#### **Control of risks (Universal Precautions)**

- Wash hands before and after every potential contact and avoid hand to mouth/eye contact.
- Wear gloves when contact with blood or body fluids is anticipated
- Protect skin lesions and existing wounds by means of waterproof dressings and/or gloves.
- Avoid use of, or exposure to needles and sharp objects, where unavoidable take care in their disposal.
- Avoid contamination of the person by waterproof or plastic apron
- Control surface contamination by blood and bodily fluids through containment and appropriate decontamination procedures
- Dispose of all contaminated waste and linen safely, using the yellow bin in the First Aid room.
- Use appropriate disinfectants to clean up spills  
If body fluids come into contact with eyes, mouth, or open wounds, the following precautions should happen:
  - Wash affected part thoroughly
  - Encourage wounds to bleed
  - Affected persons should go to the doctor or clinic as soon as possible, no longer than 24 hours.

### 6.0 RISK ASSESSMENTS

We carry out risk assessments to identify hazards. We then assess their potential for causing harm or loss so that they can be managed or eliminated as appropriate. Our risk assessments also include an evaluation of the consequences of a risk if it materialises and suggests what needs to be done to avoid or minimise the risk. When managing risk, we believe in striking a careful balance between risks and benefits. (see Risky Play Policy)

“A hazard is an article, substance, piece of equipment or an installation with the potential to cause harm or loss or both. A risk is a measure of the probability that the hazards (potential for harm or loss) will materialise. For example, a trailing wire, spillage, loose carpet tile and so on”.

Croner's A-Z Guide to Education Management

- Health hazards are evaluated by inspection, through experience and through the advice of HSE advisors.
- Areas of work or activities that are deemed to be more hazardous are likely to have detailed, documented arrangements to minimise the associated risks.
- All staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to their area of work.
- All risk assessments are stored in Sharepoint (ISL Surrey: Operations: Risk Assessments)

Specific risk assessments are required for activities involving fire, manual handling, substances and the use of display screen equipment while more general risk assessments are completed for those activities where specific assessments have not been carried out.

### **Fixtures and Fittings (Indoor and Outdoor)**

Risk assessments on permanent fixtures and fittings are carried out at the beginning of each academic year and as deemed necessary throughout the year and are overseen by the Facilities Manager and the Principal. These risk assessments will be written to inform staff practice, and to demonstrate how we are managing risks, if asked by parents and/or carers or inspectors.

### **Learning Environments**

- Teachers are responsible for carrying out regular risk assessments on their learning environments (indoor and outdoor).
- To identify possible classroom hazards the school has check lists in operation.
- Risk assessments identify aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked, and how the risk will be managed, removed or minimised.
- Written risk assessment must be carried out when setting up the classroom at the beginning of each academic year, for any field trip or special activity in school (e.g. using the school kitchen/ a visiting pet etc.).
- Risk assessments do not necessarily need to be in writing; although each teacher should be able to identify all possible risks and hazards and articulate the steps being taken to manage, remove or minimise these.
- Daily visual safety checks on their indoor and outdoor learning environments are carried out by teachers.

The following staff are responsible for ensuring risk assessments are carried out for the areas highlighted below:

Perimeter/shared spaces (Atrium/the Hideout/Art room/Science lab/Offices etc.) -

Facilities Manager

Classrooms – Class teachers

Gym – PE teacher

Playground/field- Facilities Manager

Sports field/forest –PE teachers

Early Years Garden – Early Years Leader

Permaculture Garden – Well Being Leader

Atelier – Early Years Leader

Library – Librarian  
Music room – Music teacher  
Black box and stage – Performing Arts coordinator  
Off-site Visits - Group Leader  
WAC – WAC coordinator  
Science lab – Facilities Manager

The facilities manager is also responsible for ensuring key risk assessments are carried out (see 1.3)

## **7.0 SPECIFIC HAZARDS**

### **7.1 Display screen equipment**

- All staff who use computers for extended periods of time should complete a Workstation Assessment Checklist

### **7.2 Electrical Equipment**

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.
- All electrical equipment is checked annually under the terms of the maintenance contract. The facilities manager is responsible for maintaining accurate records and ensuring that all equipment in current use is checked and for making arrangements for the equipment to be accessible.
- If there is any doubt about the safety of the equipment it will not be used. Any potential hazards will be reported to the facilities manager immediately.
- The facilities manager must be aware of, and approve the use of any electrical item being brought into schools by a member of staff, volunteer or a pupil.
- The facilities manager must be aware of and approve the arrangements for temporary electrical extensions required for drama productions, Christmas decorations.
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### **7.3 Manual Handling**

- All equipment must be moved safely.
- Large pieces of equipment will only be moved by people who have received training.
- PE equipment may be moved by pupils but they must be given clear instruction in the correct way to lift and handles items.
- There must always be at least 2 pupils per piece of equipment or mat. Close supervision is appropriate at all times.
- The facilities manager will be responsible for undertaking risk assessments for manual handling tasks.
- Training will be offered to those staff who are expected to lift objects.

### **7.4 Ladders and Step ladders**

The Facilities Manager is responsible for ensuring ladders are used safely:

- High ladder use is restricted to competent individuals who have received relevant training or closely supervised by a trained staff member.
- The user must always have three points of contact with the ladder throughout the activity.
- Ladders are visually checked before and during use for damage.
- Ladders longer than 6 meters must be secured to the structure.
- Ensure ladders and stepladders comply with British Standard BS EN 131 when purchasing or hiring.
- Access to the area where the ladder is being used is restricted and carefully monitored.
- Step ladders are provided for staff if necessary.
- Any member of staff on a step ladder must be accompanied by another member of staff.
- Ladders/step ladders are not left out while the students are around.

### **7.5 Hazardous Substances**

- The school will keep an inventory of all hazardous substances on site and this will be kept up to date by the facilities manager and COSHH risk assessments undertaken.
- Any substance used in the school must have a product safety data sheet, and that hazard and risk assessments for that substance be carried out, maintained in written form, and available to the users.

### **7.6 Lettings**

- If the school is let, the Principal must be satisfied that the hiring organisation will use the premises in a safe manner and sign appropriate agreements in relation to health and safety requirements and insurance.
- The letting agreement must state the areas of the school's premises which will be used, include a risk assessment / a copy of their Public liability Insurance and state which member of ISL Surrey staff is the point of contact.
- These documents are kept by the Bursar.

### **7.7 Parking area**

- To secure that safe parking and driving is encouraged the parents are informed upon arrival and at the beginning of the school year about the rules below for parking their vehicles.
- The parking area has a one-way traffic system.
- Outside these hours visitors notify the Reception of their arrival through the intercom system and the gates will be opened.
- In the case of school events happening in the evening or on the weekends, arrangements will be made for the gates to be opened and appropriate supervision will be in place.
- The parking area is enclosed. The only access to school is through the main door to the Reception.
- The carpark will be supervised at the appropriate times.
- Signage/lighting – The parking area has appropriate signage and adequate lighting.

### **7.8 Hot drinks**

- Cups with secure lids should be used if walking around with a hot drink.

### **7.9 Waste Management**

- All waste will be disposed of according to appropriate health and safety guidelines.

## **8.0 SECURITY PROCEDURES**

- The school premises are surrounded by fencing and entrance gates.
- The perimeter fencing is regularly checked for damage.
- There is an intruder alarm system in operation.
- The alarm is activated by the facilities manager as soon as he locks the building after a check that everyone has left the building.
- The alarm is checked annually.

*See Safeguarding Policy (requirements for visitors to school, including parents)*

### **8.1 Access/Exit to and from the buildings**

- All members of staff, parents, visitors and students enter and exit the buildings via the main entrance at the Reception office.
- The front doors to main building will be open between 07:00 – 18:00 Monday to Friday. At all other times, access to the buildings must be arranged with the Facilities Manager/Principal or member of the Senior Leadership Team.
- The main door is open between 08:15 and 08:30 for dropping off students. At all other times, visitors must use the intercom system and staff use their fobs.
- In order to exit the building, the GREEN release button located on the right of the main door at 'adult height' must be pushed.
- The cleaning company has access to the building from 17:30 to 20:30.

### **8.2 Visitors**

- The Principal and Board accepts responsibility for health and safety of visitors to the school, including contractors.
- All visitors to the school will be asked to sign in at the school office and sign out when they leave. Each class teacher will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency.

## **9.0 MAINTENANCE**

*See responsibilities (Facilities Manager)*

- The school is free of asbestos.
- Any potential hazards, damaged equipment, loose wires etc. are reported to the facilities manager.
- Equipment purchased adheres to U.K. guideline for standard of safety.
- Gym equipment is checked termly by the P.E teacher and a record is kept.

## **10.0 HEALTH AND THE ENVIRONMENT**

- Smoking and e-cigarettes are not allowed in or around the school building.
- Rubbish is put in closed waste bins and cleared away by the facilities manager.
- Food waste and recyclable rubbish is disposed of separately.

- Any liquids spilt on the floor are wiped up immediately.
- A reasonable temperature is maintained in all workplaces.
- Areas are properly ventilated when using adhesives, solvents or varnishes.

### **10.1 Safe handling and use of substances**

- The school building has a daily clean according to a fixed scheme.
- All chemicals, including strong adhesives, solvents, and varnishes, washing liquids and cleaning material should be labelled and only accessible to authorized people.
- Cleaning substances are monitored by COSSH monitoring system.
- The Cleaning company, New Horizon, is responsible for undertaking COSHH assessments.
- New Horizon will be responsible for ensuring that all actions identified in the assessments are implemented.
- New Horizon will be responsible for ensuring that all relevant employees are informed about COSHH assessments.
- New Horizon will check that new substances can be used safely before they are purchased.

### **10.2 Exposure to the sun**

The school is aware of the dangers of exposure to the sun and actively promotes sun aware behaviours.

- Shaded areas are accessible outside.
- An adequate supply of or access to liquids is made available during excessive warm periods.
- The parents and students are encouraged to wear suitable protective clothing and appropriate headwear.
- In the case of students with extra sensitivity to the sun extra care will be taken, if parents have informed the school staff personally.
- Sun creams- If parents want their children to apply sun cream, it should be recommended to use creams of a sufficiently high factor (protection factor of 15 or above).
- The school promotes the self-administration of sun cream by pupils and encourages them to do so under supervision.
- Young students and students with specific needs will be helped in applying sun cream if necessary.

### **11.0 OFF SITE VISITS**

The school has a separate policy on Off-site visits. Staff must ensure that prior to planning or accompanying an off-site visit that they are aware of and adhere to the school's policy on educational visits.

### **12.0 MISSING CHILD**

Please see separate Missing Child policy for Outings.

### **13.0 RISKY PLAY AND OUTDOOR LEARNING**

Please see separate policy

### **14.0 THE CURRICULUM**

- Health and safety issues are shared with students when appropriate and our curriculum enables opportunities to discuss health and safety issues, such as; keeping healthy, the danger of fire, how to avoid accidents, hazardous materials and how to handle equipment safely.
- Students are encouraged to be responsible citizens and become risk aware, knowing what action to take and who to inform if they spot a hazard in the classroom or around the school.

### 15.0 RECORD KEEPING

In the previous sections reference has been made in various places to record keeping. There follows a list of those responsible for maintaining such records and where they are kept.

<i>Records</i>	<i>Produced By</i>	<i>Kept</i>
<b>Accidents/Incidents</b>	<b>Those involved in the accident/incident First aider/office staff</b>	<b>Main Office</b>
<b>First Aid administered</b>	<b>First aider/office staff</b>	<b>Main Office</b>
<b>Medicines administered</b>	<b>Office staff/class teacher</b>	<b>Main Office</b>
<b>Risk assessments</b>	<b>Staff/Facilities Manager</b>	<b>Server - Operations</b>
<b>COSHH assessments</b>	<b>New Horizon/Facilities Manager</b>	<b>Server – Operations Facilities Office</b>
<b>PAT / Electrical testing</b>	<b>Contractor/Facilities Manager</b>	<b>Server – Operations Facilities Office</b>
<b>Maintenance of machinery/equipment (hot water/air conditioner)</b>	<b>Contractor/Facilities Manager</b>	<b>Server – Operations Facilities Office</b>
<b>Maintenance checks and temp. controls on water system</b>	<b>Facilities Manager</b>	<b>Server - Operations</b>
<b>Maintenance checks and inspection of fixed service equipment</b>	<b>Contractors/Facilities Manager</b>	<b>Server – Operations Facilities Office</b>
<b>DSE assessment</b>	<b>Facilities Manager</b>	<b>Server – Operations</b>
<b>Large playground equipment safety checks</b>	<b>Contractor/ Facilities Manager</b>	<b>Server – Operations Facilities Office</b>
<b>Gym/ large PE equipment</b>	<b>Contractor/ Facilities Manager</b>	<b>Server - Operations</b>
<b>Training Records (manual Handling/Fire Safety/ First Aid)</b>	<b>Facilities Manager/Designated person in front office</b>	<b>Server – Operations Facilities Office</b>

### Reviewing the policy

In order to effectively review our behaviour policy, it is important that all members of our community are aware of the contents of the policy and the procedures contained

## ISL Surrey Primary School Health and Safety Policy

within it. The views of our staff, students and parents will be considered in the annual review of this policy.