



Health and Safety Policy



Staff Responsible:	Mr A Bhatti
Governor Committee:	Resources
Status & Review:	Summer 2026
Next Review Date:	Summer 2027

To comply with the Health and Safety at Work etc. Act 1974, Section 3:

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

This policy statement supplements the general statements of policy issued most recently by the Surrey County Council, and obtainable via SCC website. The Governors act in accordance with Surrey County Council policy guidance.

Throughout this Policy, reference is made to Surrey County Council Health and Safety Policy.

- Part 1: Statement of General Policy on Health, Safety and Welfare
- Part 2: Organisation and Responsibilities for Health, Safety and Welfare
- Part 3: Arrangements and Procedures for Health, Safety and Welfare

Part 1:

Statement of General Policy on Health, Safety and Welfare

1. The Governing Body & Head of School of Town Farm Primary School:

- Recognise and accept their responsibilities to provide, as far as is reasonably practicable, a safe and healthy working environment for all employees, students and visitors
- Act in accordance with the general Health H&S Policy of Surrey County Council.
- Recognise that good wellbeing is integral to our organisational and business performance and is significantly improved by reducing injuries and ill health, protecting the environment and reducing unnecessary losses and liabilities
- Adopt and promote safe working practices and high standards. The most effective approach to preventing occupational ill health, injury and loss is by systematic identification and control of risk. We will strive to improve our performance in reducing and controlling the risks we face. We will meet both common law and statutory health and safety duties.
- Require all managers, in the school community, to act in accordance with the school's H&S policy and procedures, and require same of persons that they supervise and take responsibility for.

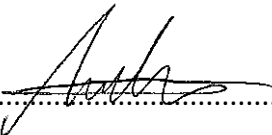
2. The Governing Body & Headteacher will provide, as necessary, sufficient policy, procedures, arrangements and supervision to ensure compliance with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:

- The maintenance of safe plant and safe methods of work without risks to health.
- The safe use, handling, storage and transport of articles and substances
- Effective information, instruction, training, and supervision to keep all staff, pupils, and visitors safe is readily available.
- The premises for which they are responsible have safe access and egress for all staff, pupils, and visitors.
- Adequate facilities and arrangements for welfare are provided.
- A positive health and safety culture is promoted, through communication and consultation with employees and their representatives.
- The safety of visiting contractors, members of public and authorised visitors.

3. In support of the above, the Governing Body & 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 the significant finding to be properly incorporated into the school's H&S procedures.

4. This policy meets the school's public sector equality duties by ensuring a safe and healthy environment for all, regardless of disability or protected characteristic. (Please see Accessibility Plan for more details)

Reviewed Summer 2026

Signed:.......... (Headteacher)

Signed:.......... (Chair of Governors)

Date: 22 Sept 2026

Part 2:

Organisation and Responsibilities for Health, Safety and Welfare

The following H&S organisational structure, and roles and responsibilities are approved by the Governing Body & Headteacher of Town Farm Primary School.

The Employer

The Governing Body, as the employer in Foundation schools, has a statutory duty in respect of health and safety to ensure that premises and people are healthy and safe.

The responsibility is devolved to the Headteacher, who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises. The Headteacher will ensure the overall implementation of this policy.

The Governing Body

Strategic responsibility for health and safety lies with the governing body of the school as the employer of school staff and because it controls school premises. The role of the governing body is to ensure clarity of vision, ethos, and strategic direction. It approves the health and safety policy of the school and monitors its successful implementation. The governing body further ensures as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the health and safety policy.

The Governing Body will specifically:

1. Include Health and safety targets in the School Development Plan.
Targets may include,
 - Provision of facility for health and safety purposes.
 - Reductions in accidents/incidents.
 - Training for Governors/staff, and
 - Revision of policy/procedure
2. Nominate a Governor (H&S), Mr Khalid Mahgoub, as an H&S link between the Governing Body and the wider school community, who will stay up to date with school H&S initiatives and inform the Governing Body accordingly.
3. Be informed and updated of Surrey County Council's H&S Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC behalf.

4. Ensure that H&S is an agenda item on Governing Body termly meetings, and receive a termly H&S report from the Headteacher or School Business Manager at this time. This report should include information on,
 - Progress of the H&S targets in the SDP.
 - Accident/incident analysis
 - Relevant H&S information received from SCC or its Advisers.
 - Suggestion on future H&S initiatives.
5. Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.
6. Take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils, or visitors at risk while they are on the premises; ensuring adequate provision is made for maintenance of the school premises and equipment.
7. Tackle risk aversion, helping to provide a wider sense of perspective and helping the school to get the balance right on managing risk.

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&S. The Headteacher will advise Governors of any H&S issue where their support or intervention, either via system or finance, is necessary & appropriate in order to effect the requirements of this policy. In particular the Headteacher will ensure that:

1. The contents of this policy are brought to the attention of all relevant persons.
2. A process for risk assessments is applied within the school.
3. All appropriate control measures are implemented
4. Assessment are monitored and reviewed as necessary.
5. There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
6. Appropriate staffing levels for safe supervision are in place.

7. An adequate schedule of inspection & maintenance is in place to ensure a place of work in a safe condition and a safe working environment, in line with DfE's Good Estate Management for Schools, which will include:
 - The fabric of the building.
 - Play equipment.
 - Fire appliances.
 - Boiler/heating systems.
 - Portable electrical appliances.
 - Water systems.
 - First Aid/medical facility and equipment.
 - Premises staff equipment.
 - Curriculum specific e.g. gymnasias and fume cupboards
8. An adequate needs analysis of H&S training is undertaken for school's staff, And sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
 - Headteacher H&S awareness and asbestos management training (as the Responsible Person)
 - H&S Induction training (all new and temporary staff)
 - Emergency/Fire Training for the whole school community
 - First Aid
 - Risk Assessment
 - H&S Coordinator
 - Lifting and Handling
 - Working at heights
 - Lock down procedures for the whole school community
9. Any further specific H&S training identified by the training needs analysis as being necessary and appropriate.
10. Adequate and easily retrievable health and safety training records are available and up to date.
11. The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S At Work Regulations 1999.
12. A termly H&S report is provided to Governors.
13. The school cooperates and participates in the County's H&S monitoring arrangements.
14. A school's Educational Visits Co-ordinator, is appointed and trained accordingly. The Visits co-ordinator is Mrs Winch in partnership with Mrs Hadley, both of whom have attended the SCC EVOLVE training.

15. Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
16. Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents. Please refer to First Aid Policy for details.
17. Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
18. The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the means of escape. The Headteacher is the responsible person as required by the Regulatory Reform (Fire Safety) Order 2005.
19. The Headteacher has delegated the H&S administrative arrangements for ensuring the above responsibilities are complied with to the School Business Manager, as H&S Coordinator. The Head Teacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

Deputy Headteachers

The Deputy Headteachers will take on the above responsibilities in the absence of the Headteacher. The Assistant Head can provide support to the Deputy Heads who retain overall responsibility.

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:

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.
2. All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the school's procedure.
3. All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
4. Any equipment/appliance which has been identified as being unsafe is removed from service.
5. H&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.

6. The H&S training needs of staff are identified and the Headteacher informed accordingly.
7. Staff are properly consulted on any matters that may affect their health or safety whilst at work.
8. New, transferred and temporary staff receive appropriate H&S induction training.
9. First aid provision is adequate.
10. Pupils are given relevant H&S information and instruction.

Teaching Staff [Including supply]

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

11. Effective and appropriate supervision of the pupils that they are supervising.
12. That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
13. That they are familiar with the school's H&S policy and any arrangements specific to their own department.
14. That emergency procedures in respect of fire, emergency evacuation, emergency lockdown and security, and first aid are carried out.
15. Where relevant, that all personal protective equipment (PPE) is suitable and in good condition prior to issue and removed from use if found to be defective. PPE must be properly looked after and stored when not in use, e.g., in a dry, clean cupboard. If it is reusable it must be cleaned and kept in good condition.
16. That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice, following manufacturer's instructions to allow us to comply with safety legislation.
17. That they report any defective equipment to the relevant person.
18. All accidents and incidents are reported including near misses, and the correct reporting procedure is followed.

Premises Manager

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

1. The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
2. That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
3. That periodic H&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&S Co-ordinator etc.)
4. 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.
5. That all staff work in accordance with safe working practices issued by the school, the County Council etc.
6. That all contractors on site are aware of the emergency evacuation procedures and have sight of the school health and safety policy as appropriate to their work.
7. That all contractors view the school's Asbestos Management Plan and Asbestos Register prior to commencing works that may involve working in areas with the potential of disturbing asbestos and that the arrangements set out in the Asbestos Management Plan are followed, including that no works shall be undertaken on the fabric of the building without an intrusive survey being undertaken.
8. Inform all contractors of any known hazards which might affect them whilst at work.
9. Support the health and safety co-ordinator in undertaking or arranging checks, inspections, statutory assessments, and examinations in accordance with the DfE's [Good Estate Management in Schools](#) by suitably competent persons and ensuring that records are kept locally.

Health and Safety Co-ordinator

The Headteacher has appointed the Business Manager as the Health & Safety Co-ordinator to carry out H&S functions and maintain an overview of the H&S organisation and management of the school, and reports to the Headteacher accordingly. Specific functions of the H&S Coordinator may include:

1. Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary.
2. Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies.
3. Ensuring all inspections, statutory assessments, and examinations including for management of asbestos and legionella, are carried out in accordance with the DfE's [Good Estate Management in Schools](#) by suitably competent persons and that records are kept locally.
4. Ensure that all staff and all contractors on site follow the school's arrangements for managing asbestos set out in the Asbestos Management Plan, including that no works shall be undertaken on the fabric of the building without an intrusive survey being undertaken.
5. Carrying out, with the Headteacher, the Welfare Officer and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
6. Arrange for termly evacuation drills and weekly fire alarm tests etc.
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.
8. Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
9. Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
10. Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
11. Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, premises 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.

12. Ensuring that all staff are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

All Employees [including temporary, volunteers and visitors]

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&S responsibilities. In particular all employees must:

1. Participate in the school's risk assessment process and comply with findings.
2. Report on the Every portal (or to the School Business Manager/Premises manager) any defects in the condition of the premises or equipment of which they become aware.
3. Report all accidents/Incidents in accordance with the school's procedure.
4. Be familiar with the procedure to be followed in the event of a fire/emergency.
5. Make use, where relevant, of personal protective equipment provided for safety or health reasons.
6. Follow all relevant codes of safe working practice and local rules.
7. Report any unsafe working practices to their Line Manager.

Safety representatives

Health and safety at work law provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. Where the governing body/Headteacher is notified in writing of an appointment, the safety representative shall have the following functions:

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

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

As individual and group staff meetings are appropriate forums for communication on health and safety matters and concerns, health and safety will therefore be a standing item on all staff meeting agendas.

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 report to the school office and sign in and out. Staff use their access cards to enter and exit the school building via the Inventory system. The Premises Manager opens and locks the school and the gates as per the school opening times.

2. Accident Reporting, Recording & Investigation

All accidents are recorded on Medical Tracker and, in cases of moderate or above injuries, are also recorded on SCC's OSHENS accident reporting system by the Welfare Manager and reviewed by the Business Manager. The school understands that certain incidents may be further reportable to the HSE under RIDDOR where injury and incident circumstances meet the required parameters. The teacher and Welfare Manager will investigate incidents and contact the SRM Health and Safety Team for support if needed.

3. Asbestos

The Asbestos Survey Record is located in the SBM office and office staff (or Premises Manager when outside school office hours) are responsible for making sure that contractors and others such as site supervisors etc. have sight of survey and sign the survey prior to starting any work on the premises. Staff are required to report damage to asbestos materials immediately.

4. Contractors

The Premises Manager is the contact person for the contractors working on site and is responsible with providing them with information to enable them to work safely on the school premises.

5. Curriculum Safety

Teaching staff to undertake suitable (written) risk assessments prior to commencing hazardous activities and be familiar with the PE Risk Assessment. Risks assessments to be written for all off site visits.

6. Drugs & Medications

No medication can be administered without written consent from the parent. We follow the Surrey guidance manual on 'Young People's Health and the Administration of Medicines'.

7. Electrical Equipment [fixed & portable]

PAT inspecting is carried out annually by the Premises Manager. Staff should report any issues to the Premises Manager via the Every system. All equipment PAT tested has a dated safety sticker attached.

Fire Precautions & Procedures (and other emergencies)

This is covered under fire safety policy.

8. First Aid

The list of first aiders is displayed in the staffroom and in rooms around the school.

9. Glass & Glazing

All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard, assessment of premises to establish compliance.

10. Hazardous Substances

Hazardous substances may include:

- Substances used directly in work activities (eg adhesives, paints, cleaning agents);
- Substances generated during work activities (eg fumes from soldering and welding)
- Naturally occurring substances (eg grain dust)
- Biological agents such as bacteria and other micro-organisms.

The Premises Manager will use COSHH risk assessment for all the hazardous substances and cleaning agents and store them in COSHH folder.

11. Health and Safety Advice

The school has access to health and safety advice via Surrey CC.

12. Housekeeping, cleaning & waste disposal

Cleaning is managed by the Premises Manager and carried out by contractor Nviro (they provide their staff with their COSHH risk assessments) and waste disposal are carried out by the premises staff.

13. Handling & Lifting

See Risk Assessment for Manual Handling. The Premises Manager has received full training.

14. Jewellery

No jewellery is permitted, with the exception of wrist watches, which may be worn in KS2 only. Pupils wear these items at their own risk.

Staff should wear sensible earrings suitable for their working conditions.

15. Lettings/shared use of premises

Please see the Lettings Policy

- 16. Lone Working**
Please see Risk Assessment Lone Working.
- 17. Long Term Evacuation Plan**
This is covered under Emergency Plan.
- 18. Maintenance / Inspection of Equipment**
The school buys into SCC services for maintenance of equipment.
- 19. Monitoring the Policy**
The Headteacher, the Business Manager, as H&S Coordinator, the Premises Manager, as the person responsible for the upkeep of the premises, carry out workplace inspections and monitor implementation of policy by staff, accident reports/trends and deal with complaints.
- 20. Playground Safety**
Pupils are supervised while on the playground at all times. Playground equipment is maintained by a SCC contractor and visual checks are carried out by the Premises Manager.
- 21. Reporting Defects**
Hazards and defects are reported to the Premises and the ICT Management Company, Beebug, by email or the Every system online. Urgent issues are reported verbally for immediate action.
- 22. Risk Assessments**
Please see Risk Assessment for New and Expectant Mothers. (Guidance is downloaded from the Strictly Education 4S as necessary) Specific risk assessment should be carried out for staff who have health problems.
- 23. School Trips/ Off-Site Activities**
Please see educational visits policy. The school follows SSC approved H&S Guidelines for Educational Visits.

The Educational Visits Co-ordinator is Mrs Penny Winch in partnership with Mrs Sharon Hadley.
- 24. Smoking and E Cigarettes**
This is a non-smoking environment. Staff and visitors are not allowed to smoke on the school site.
- 25. Staff Consultation**
Consultation is carried out using sampling of staff members. All staff can raise health and safety related issues using the relevant forms i.e. building and ground maintenance or IT issues.

- 26. Staff Health & Safety Training and Development**
New staff are to be provided with a copy of H&S Policy. Relevant training will be provided as necessary.
- 27. Staff Well-being / Stress**
The school takes mental health and wellbeing very seriously. The school's arrangements for supporting pupils and staff are set out in our Mental Health and Wellbeing Policy.
- 28. Supervision [including out of school learning activity/study support]**
Pupils must not be left unattended and staff/pupil ratios should be maintained. All staff and regular volunteers are subject to enhanced DBS clearance.
- 29. Pond Safety**
Please see Pond Safety risk assessment.
- 30. Use of VDUs / Display Screens**
Please see 'HSE working with VDUs' and 'DSE Individual Assessment Form'.
- 31. Vehicles on Site**
Vehicles should be parked in the designated parking spaces. The fire exit doors should not be blocked at any time.
- 32. Violence to Staff / School Security**
All persons entering the school must complete the sign in book and will be presented with a visitor's badge. Upon leaving the school, visitors must sign out and return the badge. All staff are required to report all incidents of verbal and physical violence to the senior leadership team and as detailed in the school's accident and incident reporting procedure.
- 33. Working at Height**
The Premises Manager has received the full training including working with ladders. The expectation is that working at height is avoided by other staff wherever possible. Work at height should never be carried out alone and should always be supervised. No work on the roof is undertaken by school staff. Where required, specially trained contractors are engaged, using a safe system of work.
- 34.** To comply with legislation surrounding water management as detailed in the COSHH Regulations and Approved Code of Practice L8, a Legionella Risk Assessment is undertaken by an external specialist periodically, and when significant changes have occurred to the water system and/or building footprint; a written scheme of control sets out how the risks are properly managed and controlled. The Premises Manager is responsible for ensuring that the identified operational controls are conducted and recorded. Risks from legionella are mitigated by the following control measures: weekly and monthly temperature checks and flushing of outlets and emergency,

Legionella training has been provided to relevant school staff: Headteacher, SBM and Premises Manager.

35. Work Experience

Work experience students are required to act in accordance with the school H&S Policy

Risk Assessment Schedule

Risk Assessment	Assessment Date	Review Date
Access control	Feb 2025	Feb 2026
Adverse Weather	Feb 2025	Feb 2026
Clearing snow	Feb 2025	Feb 2026
Contractors on Site	Feb 2025	Feb 2026
COSHH	Feb 2025	Feb 2026
Emptying bins	Feb 2025	Feb 2026
Fire Risk Assessment	Feb 2025	Feb 2026
Lone working	Feb 2025	Feb 2026
Machine scrub floors	Feb 2025	Feb 2026
Manual handling	Feb 2025	Feb 2026
Motorised gates	Feb 2025	Feb 2026
New and expectant mothers	As necessary	As necessary
Oak Processionary Moth	Feb 2025	Feb 2026
Pond safety	Feb 2025	Feb 2026
Risk of violence	Feb 2025	Feb 2026
Spot clean of walls, floors and doors	Feb 2025	Feb 2026
Storage of cleaning materials	Feb 2025	Feb 2026
Stress Management and Wellbeing Guidance Strictly Education 4S	N/A	N/A
Sweep clean external steps and ramps	Feb 2025	Feb 2026
Traffic Management	Feb 2025	Feb 2026
Unsupervised children on school property after hours	Feb 2025	Feb 2026
Use of electrical equipment	Feb 2025	Feb 2026
Use of PPE	Feb 2025	Feb 2026
Use of work equipment - general	Feb 2025	Feb 2026
Work related stress	N/A	N/A
Working at Height	Feb 2025	Feb 2026
Workplace safety	Feb 2025	Feb 2026