



SURBITON

HIGH SCHOOL

Pupils or Staff with Temporary Disability

Introduction and Scope

There will be times when there are staff and/or pupils on-site with a temporary disability, for example a broken leg requiring crutches, which can affect their ability to move around the School.

As the disability is temporary, and will usually have come about suddenly, they will probably have greater difficulty moving around than a permanently disabled person who has adapted to their unique situation. It is difficult to cover every 'disability' in this document and associated risk assessment, and some circumstances may require more specific risk assessments and a PEEP (Personal Emergency Evacuation Plan). This risk assessment is designed as a general assessment of the most likely hazards.

The Head of Year in the Senior School, or relevant Deputy Head in the Prep Schools should be informed about any pupil that has difficulty getting around the school and work in conjunction with the facilities team and Assistant Principal, Health and Safety, to put together a Risk Assessment and, if necessary, a PEEP. If a PEEP is required, then the pupil cannot attend school until this is completed. The School will complete this within 48 hours of notification of the injured pupil but will aim to do this sooner to avoid any disruption to their learning.

In the case of a staff member who is temporarily disabled, the HR team will likely also be involved as well as the staff member's line manager.

Risk Identified	Risk Controls	Further action necessary to control risk and action plan – name employee responsible, target date and completion date.
<p>Evacuation Difficulty in using stairs. Unable to use stairs. Unable to walk long distances, or slow at walking.</p>	<ul style="list-style-type: none"> Consider relocating lessons for the pupil or member of staff to the ground floor, and as close to an outside exit as possible. Where this is not possible (geography, music etc) a system must be introduced to ensure safe evacuation. Normally this will require the person concerned to wait in a safe area at the top of the stairs until last and then make their 	<ul style="list-style-type: none"> Consider classroom location (HOD/HR/SLT line manager for staff/HOY for pupils)



SURBITON

HIGH SCHOOL

	<p>way down at their own pace. Anyone using a wheelchair should be evacuated using an evac chair.</p> <ul style="list-style-type: none">• A 'buddy' (which for pupils should be a member of staff) should stay with them to ensure safe evacuation from the building.• Once out, if the person is a slow walker their buddy can go ahead to the assembly point and report that the person is safely out of the building and on their way round [in Preps the child must be seen and counted by their Form Teacher].• The disabled person must still report in once they arrive at the assembly point. The disabled person must be told that they cannot use the lift to evacuate.• Small children at the Preps may be carried by a member of staff to safety in the event of an emergency.	
Slips and Trips.	<ul style="list-style-type: none">• Slips and trips are most likely to happen on stairs/steps so where possible the person affected should use the lift. Because of the layout of the school this is not always possible. The person concerned should therefore try and avoid using staircases when they are crowded. If possible, use the stairs with a 'buddy' who can lend a supporting hand, or clear a path through a crowd. Disabled entrances should be used and the front doors of the Preps, both of which have electrically opening doors. [At the Girls' Prep, the nearest exit door can be used by pupils who have limited mobility, the Main door, Tower door or Library by anyone in a wheelchair]• Allow pupils to leave lessons a little earlier with a buddy to allow them time to get to the next lesson	Instructions to be given to the injured pupil/staff member regarding movement around the school (HOD/HR/SLT line manager for staff/HOY for pupils)



SURBITON

HIGH SCHOOL

Entrapment (Lifts)	<ul style="list-style-type: none">All lifts in the school are regularly maintained, however breakdown can always happen. A temporary disabled person should be told how to raise the alarm if the lift should fail. Pupils must be reminded not to overload the lifts, and ideally it should just be the disabled person and a buddy. [At the Girls' Prep, lifts are only used with a staff member plus a buddy] Other pupils should be aware that they are using the lift so that the alarm can be raised if it should break down.	Instruction given to the injured pupil/staff member on lift emergency procedures. (HOD/HR/SLT line manager for staff/HOY for pupils)
Inclement Weather – slipping on ice/snow	<ul style="list-style-type: none">During periods of ice and/or snow people with movement difficulties can be particularly vulnerable to falling over. As a normal routine site staff will clear snow and grit pathways and take all measures to prevent ice build-up. Those affected must stick to these cleared walkways. Care should also be taken to shake off any ice from the bottom of crutches when entering the building.	
Limited Movement in Classroom	<ul style="list-style-type: none">Some injuries may reduce the mobility of a person in the classroom environment. If a leg is needed to be supported care must be taken that it does not encroach into a walkway causing a potential trip hazard, and further distress and injury to the injured person. Certain tasks may also not be possible in some subjects. An arm in plaster for example would limit movement and some tasks in DT may not be possible.	Arrangements to be made for seating position in the classroom. Injured pupil may only be able to observe some tasks/experiments rather than taking part, although all reasonable adjustments will be considered to avoid exclusion (HOY/classroom teacher for pupils)
Access to the Dining room	<ul style="list-style-type: none">Pupils who have a leg injury should be provided with an early lunch pass, and if needed a reserved table at the back of the dining room should be allocated. As above, this reduces the risk of a trip hazard in the main thoroughfare of the dining room.Boys' Prep pupils to be taken to the SAR earlier to get them through and seated in advance of other pupils.	Liaison with HOY and catering team.



SURBITON

HIGH SCHOOL

Access to Sport	<ul style="list-style-type: none">Some injuries may be such that pupils cannot take part in sport. Where possible, and it is safe to do so, the pupil will still attend the lesson so that they can hear what is being taught and they can be with their peers. If they have limited mobility, activities appropriate to the level of their ability will be considered, taking into account reasonable adjustments.	All tasks, no matter how small, will be considered carefully, ensuring pupil welfare and safety are paramount to any decision making. Dependent upon the age of the pupil, teachers will be led by the pupil and/or their parents.
------------------------	---	--

Document Information

Version Number	2
Reason for Version Change	Annual review
Name of owner/author	Charlotte Demetz, Assistant Principal
Name of individual/department responsible	Charlotte Demetz, Assistant Principal
Target Audience	Public
Date issued	6 th November 2025
Where available	Common Docs, School website
Review Date	November 2026