



Health & Safety Policy

Date approved: March 2023

Review date: March 2026

Statement of Intent

It is our policy to carry out our activities in such a way as to ensure as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, Hampshire County Council departments and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters.

Our Health and Safety management systems have been developed to ensure that the above commitments can be met. All staff and governors will be instrumental in its implementation.

ORGANISATION AND RESPONSIBILITIES

The Headteacher has overall accountability for Health and Safety at Weeke Primary School.

Employer Responsibility

The overall responsibility for health and safety at Weeke Primary School is held by **Hampshire County Council**, who will:

- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangements.

Responsible Manager

The responsible manager for the premises has been delegated to the School Business Manager, who has day to day responsibility for health and safety at the school and will act to:

- Keep the Headteacher informed of any issues or updates regarding Health and Safety practice and procedures
- Develop a safety culture throughout the school
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities
- Periodically update governing bodies/partnerships as appropriate
- Produce, monitor and periodically review all local safety policies and procedures
- Update the Finance and Resources committee on any changes in practices and procedures, new guidance, accidents, incidents and risk related matters
- Co-ordinate record keeping for personnel i.e. staff training and oversee induction of new staff.

All Staff (including volunteers)

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Supporting the school health and safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting safety concerns to the responsible manager
- Reporting any incident that has led, or could have led to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others

Senior Site Manager

The Senior Site Manager is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the Responsible Manager. They are to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They are to work within his level of competence and seek appropriate guidance and direction from the Responsible Manager, Headteacher and/or the Children's Services Health & Safety Team as required.

- Ensuring systems are in place so that all practices and emergency procedures are safe and adhere to health and safety requirements
- Managing, advising and co-ordinating safety matters for the school on behalf of, and under the direction of the Responsible Manager.

All Teachers & Supervisors

The responsibility of applying local safety procedures on a day-to-day basis rests with the teachers and supervisors. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented. They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

Health & Safety Governors

Their purpose is to assist in the assessment of safety related matters and provide appropriate support to the Responsible Manager. They periodically meet to monitor and discuss on-site health and safety performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory. They will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters. They will report their findings to the Finance and Resources committee on a regular basis.

Finance and Resources Committee

The Finance and Resources committee will regularly receive reports on health and safety from the Responsible Manager and Health and Safety Governors on-site health and safety performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory.

Fire Safety Co-ordinators

The School Business Manager and the Senior Site Manager are the fire safety co-ordinators and are the competent persons for fire safety on the premises and act on behalf of the Headteacher. They should attend the fire safety co-ordinator training course (IOSH fire risk assessment principles and practices) and refresh this training every three years. The fire safety co-ordinators are responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The fire safety co-ordinators are to work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team and the Property Services Fire Team as required.

Facilities Management Trained Staff

Children's Services Department require that every site has access to a facility management trained member of staff who is the competent person for the overall management of general premises facilities and acts on behalf of the responsible manager. They should attend the facilities management training course and refresh this training every six years. They are responsible for the local management and completion of day-to-day premises matters and duties. They should work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

Legionella Competent Person

The Senior Site Manager is the nominated competent person for Legionella on the premises and acts on behalf of the Responsible Manager to provide the necessary competence to enable Legionella to be managed safely. They will annually complete the Legionella e-learning course and all training records are to be retained.

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with departmental and corporate requirements. They will work within their level of competence and seek appropriate guidance and direction from the Responsible Manager and/or Property Services and the Children's Services Health and Safety Team as required.

Asbestos Nominated Responsible Person

The Senior Site Manager is the nominated responsible person for asbestos on the premises and acts on behalf of the Responsible Manager to provide the necessary competence to enable asbestos to be managed safely in accordance with the Corporate Procedure.

The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. They will ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements. They will advise the Headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. They will work within their level of competence and seek appropriate guidance and direction from the Responsible Manager and/or the Children's Services Health & Safety Team as required.

Accident Investigator

The on-site trained accident investigators are the Head Teacher, School Business Manager and Senior Site Manager who will lead on all accident investigations in accordance with Local Authority procedures and advice.

Volunteers and Visitors

All visitors and volunteers are expected to follow the school's Health and Safety arrangements thus ensuring their own and others' safety.

ARRANGEMENTS

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Weeke Primary School and are to be used alongside other current school procedures & policies.

In carrying out their normal functions, it is the duty of all staff and volunteers to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

Accident/Incident Reporting & Investigation

The on-site management, reporting and investigation of accidents, incidents and near misses is carried out in accordance with the corporate procedure requirements.

Any accident, incident or injury involving staff, visitors, contractors, and the more serious accidents/incidents to children are to be reported and recorded on the HCC Accident/incident reporting system. A copy of the completed form is then automatically sent to Children's Services Health & Safety Team the person reporting the incident and the manager will receive a request to carry out an investigation via a link to record this on. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

Minor accidents to pupils are to be recorded in the Accident Report book located in the top drawer of the first aid station opposite the Teacher Work Room.

The more serious accidents that are notifiable to the Health & Safety Executive (HSE) will be reported by the Children's Services Health & Safety Team. An F2508 will then be completed and sent to the HSE. A copy of this form will be emailed to the school.

The Responsible Manager will ensure that the governing body and senior management is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by Responsible Manager for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the school/premises staff, who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

Asbestos Management

Asbestos management on site is controlled by the Nominated Responsible Person. The asbestos register as issued by the Asbestos Team is located in the main office and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site.

The Responsible Manager and the Nominated Responsible Person must complete the asbestos checklist relevant to their role (one for each role) when they are appointed. Copies of these must be retained with the asbestos register. The Responsible Manager and the Senior Site Manager (nominated Responsible Person) will also complete the Asbestos e-learning on an annual basis. The nominated person will additionally attend the Hampshire Scientific Services half day attendance course as a one off. As will any other school staff that are likely to carry out any invasive works.

Any changes to the premises' structure that may affect the asbestos register information will be notified to the Asbestos Team in order that the asbestos register may be updated accordingly.

Under no circumstances must contractors or staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the Nominated Responsible person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Responsible Manager and/or the asbestos Nominated Responsible person who will immediately act to cordon off the affected area and contact the Asbestos Team for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the Responsible Manager and the Senior Site Manager.

Refer to HCC's corporate Health & Safety advice for further information, which is displayed on the Health & Safety noticeboard outside the PPA room.

Community Users/Lettings/Extended Services

The Responsible Manager will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment.

Contractors on Site

HCC approved contractors are used, where possible, for contractual work on the premises. Where non-HCC approved contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. The departmental CSAF-013 Safe Selection of Contractors Checklist is to be used to determine competence of non-HCC contractors who will require adequate risk assessments to demonstrate their safe working practices for specific work being undertaken. The school's management surveyor should be contacted for further guidance.

All contractors must report to the main office where they must sign the visitor's book and asbestos register, and will be escorted to the required area of works by the Senior Site Manager. All contractors must be issued with the written contractor induction brief that includes all relevant details of fire safety procedures & local safety arrangements.

School staff are responsible for monitoring work areas and providing appropriate supervision where the contractor's work may directly affect staff and pupils on the premises.

Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out under the control of the Responsible Manager and senior management team or subject teachers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and Hampshire County Council. All staff will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

Display Screen Equipment

All users must complete the *display screen equipment e-learning course* every year without exception. All users must carry out periodic workstation assessments using the Corporate Workstation Assessment Form. These assessments are actioned at the beginning of each school year or at induction. These should not exceed intervals of three years.

Electrical Equipment

The Responsible Manager will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment is not to be used if found to be defective in any way

- Defective equipment is to be reported & immediately taken out of use until repaired
- All portable electrical equipment will be inspected and tested annually using guidance as appropriate, or manufactures recommended guidance.
- Equipment testing/inspection can only be carried out by a competent person.
- The competent person to be used is the Senior Site Manager or an appropriate qualified company.
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested
- New equipment must be advised to the responsible manager in order that it can be added to future PAT testing schedules.

Any defective or suspected defective equipment, systems of work, fittings etc. must be reported to Senior Site Manager or the School staff and attended to as soon as possible.

Emergency Procedures

The school has an emergency evacuation procedure, which covers fire and non-fire emergencies. These are practiced termly. General Emergency Evacuation for non-fire related emergencies is to be carried out in accordance with the school/premises emergency evacuation plan. This plan will be in place as well as the fire evacuation plan.

All staff will receive a brief and/or a copy of the emergency evacuation plan at induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans are to be completed, provided and reviewed for any vulnerable adults and children to be able to ensure safe, assisted evacuation in the event of an emergency incident.

Off-site assembly is at St Barnabas Church. Contact numbers are checked annually by the Senior Site Manager.

Emergency Closure of the school

In the event of problems with loss of power, water or heating, the school will, in the first instance, seek to establish if the problem can be isolated. However, if there is a concern that conditions at the school will adversely affect the health and safety of pupils and staff, the school will close using Local Authority's guidelines. Information will be made available to parents/carers through the school's normal communication channels i.e. school email system, school website, radio stations and Hampshire's intranet at <http://www.hants.gov.uk/education/schoolclosures/>. A copy of the procedure to be followed is located in the school office emergency grab bag.

Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Manual. The fire safety co-ordinators (School Business Manager and Senior Site Manager) are the competent persons for fire safety on the premises and are the immediate point of contact for all fire safety related enquiries on site.

The Responsible Manager will ensure through the fire safety co-ordinator that:

- All staff complete the mandatory *Fire Safety induction e-learning course* every year
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked *flammable*
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual
- The fire manual is reviewed annually by the fire safety co-ordinators and amended as new hazards or required amendments are identified.

First Aid

Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff on site are listed in the First Aid Policy (and in the appendix to this policy) and also clearly signposted around the school. A needs assessment of first aid requirements is completed annually. This details the number of first aid staff required.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training. Lunchtime supervisors are to take injured children to a first aid trained member of staff. There are named staff on a duty rota at lunch time for this purpose.

General Equipment

All general equipment requiring statutory inspection and/or testing on site (*e.g. boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus*) will be inspected by appropriate competent contractors as provided by the term contractor under Property Services arrangements, or as locally arranged.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported immediately to the Senior Site Manager or Office staff and taken out of use until repairs can be carried out.

Glazing

Glass and glazing on site have been surveyed by Property Services and risk assessed by the school to ensure that there is suitable safety glass for the area in which the glazing is located, this includes taking into account the activities undertaken and types of children at the school. The survey and assessment are kept electronically and stored (O:\HEALTH & SAFETY\Risk Assessments\Glazing) and is reviewed annually or when there are changes to the premises.

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are always to be adhered to:

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits, and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported.

Hazard Reporting Procedures

Staff should be alert to hazards at all times and report any concerns immediately to the Responsible Manager, Main Office or Senior Site Manager and recorded in the Senior Site Manager's maintenance book.

Slips, trips and falls account for a high percentage of injuries in schools. It would be unrealistic to expect children not to fall, particularly at playtimes. However, staff should be alert to, and report, any condition considered hazardous. Such conditions can include uneven surfaces, holes, wet or slippery surfaces, worn carpets and trailing cables.

Hazardous Substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought on site unless material safety data sheets have been obtained and a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the Responsible Manager. The premises COSHH assessor, acting on behalf of the Responsible Officer, is the Senior Site Manager.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in secure and signed storage when not in use in the Senior Site Manager's room. This is to remain locked at all times.

Inspections and Monitoring

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues, which should be immediately recorded in the Premises Defect Book and reported to the Senior Site Manager.

Monitoring and inspections of classrooms will be carried out by staff.

Routine documented inspections of the premises will be carried out monthly in accordance with the premises inspection schedule and recorded in the 'bring forward' diary. Inspection findings are to be recorded on the locally adapted CSAF-005/CSAF-010 Monthly Premises Safety Inspection Checklist.

Defects identified during these routine documented inspections are to be immediately reported to the Senior Site Manager or School Office and recorded in the Defect Book which is kept in the School Office. Any identified high level risks or safety management concerns are reported to the Responsible Manager and to be actioned immediately.

The School Business Manager and Senior Site Manager will carry out periodic detailed inspections of the premises' safety management systems every term and share the outcomes with the H&S governors and Finance

& Resources committee. These documented inspections will examine all areas of the safety management system and will be audited using the Weeke Primary School Termly Premises Inspection Checklist.

Health & Safety governors will carry out termly Health and Safety inspection and monitoring visits.

Portable Appliance Testing (PAT) of electrical appliances is carried out annually by the Site Manager and a record of the assessment details kept in the school office. The office staff record new electrical equipment as it arrives in school.

The Local Authority approved contractor inspects P.E. equipment, both internal and external, annually.

It is the school's responsibility that the termly H&S web monitoring form is completed by the Responsible Manager. This monitoring form will focus on different areas each term and is an integral part of the School and CSHST monitoring programmes.

Insurance and Legal Obligations

Hampshire County Council is responsible for the following insurance:-

- a) Public Liability Insurance
- b) School journey insurance scheme
- c) Insurance cover for community use of schools which details:-
 - (i) Professional indemnity and liability cover for school governors
 - (ii) Employer's liability
 - (iii) Personal accident insurance
 - (iv) Third party claims
 - (v) Hiring of County premises
 - (vi) Buildings

It should be noted that equipment hired on loan and equipment owned by staff / pupils / community users is not covered by insurance

Kitchen

The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is managed by HC3S. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

Safe working procedures and authorised access for other kitchen areas, canteens, food preparation areas are managed by the cook under the management of HC3S.

Legionella Management

Legionella management on site is controlled by the Legionella competent person who will manage and undertake all procedures regarding Legionella in accordance with Hampshire County Council corporate procedure. Records of all related training will be retained for auditing purposes.

Lone Working

Lone working increases the risks to the individual and as such needs to be kept to a minimum (both in terms of the frequency of lone working and the time spent undertaking the activity). If the Senior Site Manager or another member of staff, have occasion to be at the school on their own, they will maintain regular contact with a family member or designated member of staff, throughout that time. Following governor meetings, governors will ensure staff are not left alone to lock up the building.

To further reduce the risks lone workers should not undertake hazardous tasks whilst working alone e.g.:

- Working at Height
- Using hazardous equipment/tools (i.e. hedge trimmers)

When lone working is undertaken it must only take place:

- With the Responsible Manager's approval
- And in accordance with the Corporate Lone Working Procedure where staff have been appropriately categorised and control measures have been identified and put into place.

Moving and Handling

All staff must complete the *Moving and Handling e-learning course* every year without exception. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The Senior Site Manager is expected to undertake regular physical work, which would typically include significant moving and handling, therefore they must attend a formal moving and handling course specific to the work requirements.

Off-site Activities

Arrangements regarding off-site activities are managed in accordance with the Outdoor Education Service's procedures and guidance (*Outdoor Education Service's procedures and guidance*), a copy of which is kept in the Leadership Room. Before any activity takes place, the approval of the Responsible Manager is required. (The governing body approves off-site activities annually, with additional visits approved by the Chair of Governors and then reported to the Full Governing Body).

Out of Hours Working

Out of hours working is defined as working at any time during the weekends and school holidays. It is the responsibility of school staff to report to the Senior Site Manager on arrival and when leaving the building.

Provision of Information

The Responsible Manager will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are through weekly staff meetings, email distribution, phone chains, and the H&S notice-board. Local health and safety advice is available from the Headteacher, School Business Manager, Senior Site Manager, and the Health & Safety notice-board. The Children's Services Health & Safety Team provide general and specialist advice as required.

The *Health and Safety Law* poster is displayed on the Health & Safety notice board, in the staff room, and the Premises Officer's room.

Risk Assessment

General risk assessment management will be co-ordinated by the Senior Site Manager in accordance with guidance contained in the Children's Services Risk Assessment Guidance Document.

Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

The trained risk assessors on site are the School Business Manager, Headteacher, Senior Site Manager and Deputy Headteacher who will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved and signed by the Head Teacher, Responsible Manager or their delegated member of staff prior to implementation.

Completed risk assessments are filed in the Risk Assessment file in the school office, and will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the premises bring-up diary system and prior to each outing for Off Site activities.

Security

Arrangements regarding security are based on the premises security risk assessment and are set out in the on-site security procedure, which is kept in the Health & Safety folder. This includes emergency unlocking routines. Site security should be checked by the Senior Site Manager to ensure gates are securely fastened once children are in school.

Smoking

For the purposes of this policy smoking includes e-cigarettes/vaporizers. Smoking is not permitted on the premises. All staff, visitors and contractors are expected to comply with this policy.

Stress & Wellbeing

Weeke Primary School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors.

Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Health & Safety Executive's Stress Management Standards.

On-site arrangements to monitor, consult and reduce stress situations are through performance management reviews, resource packs and questionnaires. All staff must complete the *Stress e-learning course* every year.

Following approval from the Headteacher, a flexible working arrangement may be possible in certain circumstances.

Supervision

Children should be supervised in school at all times. No child is allowed out of school during school hours unless accompanied by a parent or guardian OR the person given that responsibility by the parents/guardians.

If a child is collected by someone other than the usual carer, staff must check this arrangement has been agreed with the parent/guardian before allowing the child to leave the school premises. If there is any doubt, the Headteacher, Deputy Headteacher or a member of the Senior Leadership Team should be consulted.

Traffic Management

Arrangements regarding on-site traffic safety are based on the findings from the traffic on site checklist and are set out in the Corporate Procedure for Managing Traffic Safely On Site. Car parking is managed by the Senior Site Manager on a daily basis.

These measures have then been shared with staff and the relevant provisions communicated to parents and visitors.

Training

Health and safety induction training will be provided and recorded for all new staff/volunteers and work experience students in accordance with the New Staff Induction Checklist Template as found on the Manual of Personnel Practice website.

The Responsible Manager is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. A training needs analysis will be carried out from which a comprehensive health and safety training plan will be developed and maintained to ensure health and safety training is effectively managed for all staff who require it.

All staff will be provided with the following as a minimum training provision:

- Induction training regarding all the requirements of this health and safety policy
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety changes
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals as relevant
- Appropriate annual e-learning courses to meet HCC mandatory corporate training requirements.

Training records are maintained by the School Business Manager, who is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

Violent and Racial Incidents

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Weeke Primary School.

The Headteacher should:

1. Ensure risk assessments are carried out across all work activities they control and that appropriate measures are implemented commensurate to those risks.
2. Ensure all staff identified through the risk assessment process, receive training at appropriate intervals in skills to minimise risks to personal safety.
3. Ensure all staff are provided with clear instructions in respect of reporting incidents of violence and aggression and that all such reports are thoroughly investigated and responded to;
4. Offer and provide appropriate post-incident support to staff;
5. Ensure all staff know about their responsibilities and of the measures used within school to counter violence and aggression.

Staff are responsible for:

1. Following working procedures and risk assessments.
2. Reporting likely or actual incidents and/or injuries to enable incidents of violence or aggression to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.
3. Taking due regard of their own personal safety and well-being and for withdrawing from a situation where the risk of actual or potential violence or aggression is high.
4. Contributing actively in hazard and risk assessment, and familiarising themselves with policies, guidelines, control measures, instructions and reporting procedures.
5. Participating positively in appropriate training.

Violent incident reporting is completely confidential. Intentional violent and aggressive incidents towards members of staff are to be reported using the on-line incident reporting system (CPOMS). Incidents will be reported as close to the incident date as possible and not in batches.

Child on child violent incidents will be reported to the DSL using CPOMS.

Further guidance is found in HCC's Health and Safety Corporate Procedure - Violence and Aggression – Issue 7 – January 2022

Visitors

All visitors must initially report to the main reception to sign in using our electronic system where they will be provided with the key health, safety, safeguarding and fire safety information to enable them to act appropriately and safely in the event of an incident. Parents and volunteers who work at the school regularly receive information on specific procedures as and when required.

Any visitors on site who are not recognised, or who are not wearing an appropriate badge, should be politely asked the nature of their business. All staff are expected to bear responsibility for this.

Vulnerable Persons

Where there are vulnerable persons (young, pregnant, those with a disability, those with temporary or permanent medical conditions etc.) working on the premises, a risk assessment will be completed and appropriate procedures implemented to ensure their health, safety and welfare whilst on site.

Weather

In the event of inclement weather, the school will follow its 'Snow and Ice plan'. All attempts will be made to keep the school open but this is dependent upon sufficient staff being able to make the journey to school. Parents will be informed of a school closure as soon as possible via the communication channels described in the 'Emergency Closure of the School' section.

When hot weather is expected the school will follow Local Authority guidelines. It is not the school's responsibility to apply sun cream to children. However, as part of our duty of care we will inform parents of the need to protect their children and would recommend using sun cream which lasts 24 hours and the need for appropriate clothing to be worn to school. Parents will be sent reminders when weather conditions necessitate it. Staff should be alert to the problems of children being over exposed to the sun and adopt the following strategies: -

- Set a good example to children by wearing appropriate sun protective clothing
- Remind children to wear hats during PE and break times
- Use gazebos on the field for protection
- Keep classrooms aired
- Encourage children to sit/play in the shade whenever possible
- Remind children of the importance of drinking water when it is hot to prevent dehydration and when appropriate the school will provide additional sources.

Work at Height

Work at height is always to be undertaken in accordance with the Corporate Procedure on Work at Height and the CSHST guidance. At Weeke Primary School, general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The competent person for work at height on the premises who has attended the Caretaker Support Service Ladder & Stepladder Safety half-day course is the Senior Site Manager and they are authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to staff
- Provide stepladder and steps training to staff using the Children's Services *Stepladder & Steps Safety* user training PowerPoint presentation
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use

The competent person for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

Children's Services staff will not be permitted to work on roofs, unless they have suitable edge protection and safe access arrangements.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be selected by the competent person and only used as specified in the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is **forbidden** for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have attended the Ladder stepladder training or have received training from the ladder and stepladder competent person (using the CSHST Stepladder & Step Safety PowerPoint presentation).

- Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder & Stepladder Safety half-day course within the last three years
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment

Monitoring and Review of this policy

- Governors will carry out reviews of the Health and Safety policy to ensure that new regulations are adhered to and that the contents of the policy remain valid. If amendments to this policy are made by the Local Authority, then an immediate review will take place.
- The views of staff will be sought.
- Governors will attend courses run by the Local Authority to assist them with effective monitoring.
- Named governors will carry out termly Health & Safety inspection and monitoring visits. Their findings will be reported to the Finance & Resources committee.
- The Finance & Resources committee will monitor any necessary remedial work to ensure that action has been taken.
- The Responsible Manager and Senior Site Manager will update the Finance & Resources committee on health and safety issues, including fire safety arrangements.

Further Reading and Information

Other relevant policies found in the Health & Safety area (outside the PPA room):-

- A. Supporting Children with Medical Conditions and those with health conditions that cannot attend school (including Administration of Medicines)
- B. First Aid Policy
- C. Safeguarding Policy
- D. Child Protection Policy
- E. Fire Safety Manual (including Emergency Evacuation Plan)
- F. Emergency Evacuation Plan
- G. Physical Intervention Policy
- H. Outdoor Education Service's procedures and guidance
- I. Traffic Management Plan

Headteacher: Jonathan Kirkham

Chair of Governors Sheila Alderson

Signed: *J R Kirkham*

Signed: *S J Alderson*

Appendix 1

Staff with designated responsibilities for Health and Safety

*The Headteacher has overall accountability for Health & Safety at Weeke Primary School.
Any roles identified where both lead and deputy are absent will come under the responsibility of the Headteacher.*

| Responsibility | Lead responsibility | Deputy lead (in the absence of the lead) | Training completed | Next training opportunity |
|--|--|--|--|--|
| Responsible Manager | Katie Clayton | Headteacher | TBC | |
| Facilities Manager | Katie Clayton | Oliver-Connall Hicks | TBC TBC | |
| On-site Health & Safety Representative | Oliver-Connall Hicks | Katie Clayton | 22/3/23 TBC | N/A TBC |
| Risk Assessors (Site) | Oliver-Connall Hicks | Katie Clayton | 5/04/23 TBC | 5/4/26 TBC |
| Risk Assessor (Curriculum & Trips) | Abby Goodchild | Jonathan Kirkham | 22/04/2021 TBC | 22/04/2026 TBC |
| Fire Safety Officers | Oliver-Connall Hicks | Katie Clayton | 25/05/23 TBC | 25/5/26 TBC |
| Trained Accident Investigator | Katie Clayton | Paula Tavender | TBC 12/06/23 | TBC 12/6/26 |
| Emergency First Aid at Work | TBC | TBC | | |
| Basic First Aid | Rebecca Jakes | Paula Tavender | Dec 22 Jan 23 | Dec 25 Jan 26 |
| Paediatric First Aiders | Rebecca Jakes Daniela Canjales Mayumi Norman Emily Burrows Jo O'Brien Jo Trotter Bev Christie Nikki Ewings Ingrid Burgoyne | Isabel Small Nicole Harrison Kirstie Kemp Catherine Davies Christine Smyth Belinda Mildenhall Joel Seath Paula Tavender | Jan/Feb 2023 | Jan/Feb 2026 |
| Governors with Responsibilities | | | | |
| Health & Safety Governors | Sheila Alderson Mackenzie Miller | | Refer to governor training records on Governor Hub | |
| Safeguarding Governor | Ben McIntyre Matthew Whitehead May Glover-Poultney Sheila Alderson (COG) | | | |

Key: [Blue - Lead responsibility and dates](#)

Black – Secondary responsibility and dates

Appendix 2

Staff Health & Safety Training Requirements

| | | School Business Manager | Senior Site Manager | Headteacher | Staff |
|----|--|--|---------------------|-------------|---------------------|
| 1 | Asbestos (E-learning) | X | X | | |
| 2 | Asbestos awareness (Attendance) | | X | | |
| 3 | Incident/Accident investigation (Virtual online) | X | X | X and DHT | |
| 4 | Managing Contractors in schools (Virtual) | X | X | | |
| 5 | COSHH Assessor (On line) | | X | | |
| 6 | Display Screen Equipment (E-learning) | E-learning course at induction and every year | | | |
| 7 | Safety Awareness for Facilities Manager (Attendance) | X | X | | |
| 8 | Fire Safety Induction (E learning) | E-learning every year for All | | | |
| 9 | Fire Risk Assessment Principles and Practices (Attendance) | X | X | | |
| 10 | Fire Marshall (Attendance) | X | | | X – specified staff |
| 11 | Emergency First Aid at work (Attendance) | | | | X – specified staff |
| 12 | First Aid in schools (Attendance) | | | | X – specified staff |
| 13 | Paediatric First Aid (Attendance) | | | | X – specified staff |
| 14 | Food safety | | | | X – specified staff |
| 15 | Introduction to H&S (Online) | X | X | | |
| 16 | Legionella Management P1 (E-Learning) | X | X | | |
| 17 | Legionella Management P2 (E-Learning) | | X | | |
| 18 | Moving & Handling (E learning) | E-learning course every year, without exception, for All | | | |
| 19 | Moving & Handling of Children | | | | X – specified staff |
| 20 | Moving & Handling of objects (Attendance) | | X | | |
| 21 | Keeping yourself safe – conflict and challenging behaviour (TBC) | | | | |
| 22 | Permit to work Hot works (E-learning) | X | X | | |
| 23 | PAT testing | | X | | |
| 24 | General risk assessor (Virtual online) | X | X | X and DHT | |
| 25 | Managing stress (E-learning) | | | | X |
| 26 | Ladder and stepladder safety (Attendance) | | X | | |