



Health & Safety Policy

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Policy approval

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Statement of Intent

It is our policy to conduct our activities in such a way as to ensure so far 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 system has 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 (Hampshire County Council)

The overall responsibility for health and safety at Weeke Primary School is held by **Hampshire County Council**. The employer is responsible for making sure that risks are managed so far as is reasonably practicable. The employer will:

- Set clear Health and Safety policies and procedures
- 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 arrangement

Responsible Manager (School Business Manager)

The role of 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
- Ensure the school adopts the employer's policies and procedures
- Develop a safety culture throughout the school

- Consult employees and provide information, training and instruction so that employees are able to perform their various tasks safely and effectively
- Consult and work with recognised Trade Union Safety Representatives/employee representatives and safety committees
- 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 employees 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 health & safety training and oversee induction of new staff.

All Employees (including Teachers, Support Staff, Site Staff, and 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's 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 or other appropriate person
- 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 their level of competence and seek appropriate guidance and direction from the Responsible Manager, Headteacher and/or the Corporate Services Health & Safety Team as required. They will:

- Ensure systems are in place so that all practices and emergency procedures are safe and adhere to health and safety requirements
- Manage, advise and co-ordinate safety matters for the school on behalf of, and under the direction of the Responsible Manager.
- Ensure staff are provided with adequate safety information.
- Manage all integral and specific risks relating to the school's functions.
- Ensure compliance with overall school policies and procedures and ensure all activities are periodically risk assessed, periodic inspections are conducted, and necessary controls are implemented.

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 (appointed annually by the Governing Body)

Their purpose is to assist in the assessment of safety related matters and provide appropriate support to the Responsible Manager. They meet periodically 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 report their findings to the Finance and Resources committee on a regular basis. They will:

- Ensure that Hampshire County Councils Health and Safety policy is enacted.
- Ensure that reasonable steps are taken to safely manage premises, plant, equipment and substances provided for work use are safe and without risk to health.
- Ensure the school has suitable and sufficient risk assessments in place, findings are documented and communicated to staff and others, controls implemented and are regularly reviewed.

Finance and Resources Committee (Governors appointed annually)

The Finance and Resources committee will regularly receive reports on health and safety from the Responsible Manager and Health and Safety Governors regarding 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 keep an up-to-date schedule of proposed monitoring visits and will:

- Ensure that schools Health and Safety policy is formally reviewed and signed off at least every 3 years or when there are any changes and updated where appropriate (recommend that there is an annual review to make sure it up to date).
- Ensure regulations and guidelines appertaining to school activities, off-site activities and educational visits are being followed.
- Ensure that safety is effectively managed in school and there are processes in place to evaluate the effectiveness of Health and Safety arrangements.
- Make decisions on Health and Safety where there is a significant implication in terms of cost.
- Make decisions on Health and Safety standards to be included in contract specifications when they have responsibility for awarding their own contracts.
- Comply with any directions given by Hampshire County Council concerning Health and Safety.
- Promote wellbeing for staff and pupils in terms of their physical, mental and emotional wellbeing.
- Contribute to the schools Health and Safety culture.

The Learning & Wellbeing Committee (Governors appointed annually)

The Learning and Wellbeing Committee will receive regular reports from the Headteacher to ensure that:

- Wellbeing for staff and pupils in terms of their physical, mental and emotional wellbeing is being promoted.

Specific Health and Safety Responsibilities

Asbestos Nominated Responsible Person (Senior Site Manager)

The Nominated Responsible Person for asbestos on the premises 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 Nominated Responsible Person will attend the Hampshire Scientific Services Asbestos awareness taught course on appointment. They will also complete the Asbestos e-learning course annually.

The Nominated Responsible Person will ensure that all staff have a reasonable awareness of asbestos management and dangers and 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, Asbestos Team, Property Service and/or the Corporate Services Health & Safety Team as required.

Accident Investigators (School Business Manager, Admin Assistant & Senior Site Manager)

The on-site trained accident investigators will attend accident investigator training every 3 years and lead on all accident investigations in accordance with corporate procedures.

Control of Substances Harmful to Health (COSHH) - Assessor (Senior Site Manager)

The COSHH Assessor will attend the COSHH assessor training every 3 years. The COSHH Assessor is the competent person for the assessment of all the hazardous substances on the premises. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Corporate Health & Safety Team as required.

Display Screen Equipment Assessor (School Business Manager & Senior Site Manager)

The DSE Assessor will attend the DSE assessor training course every 3 years. The on-site trained DSE Assessor's role is to support the school with assessing the needs of the DSE Users in accordance with corporate procedures.

Fire Safety Co-ordinators (School Business Manager & Senior Site Manager)

The fire safety co-ordinators are the competent persons for fire safety on the premises and act on behalf of the Headteacher. They should attend Fire Risk Assessment Principals and Practice training course every 3 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 Corporate Services Health & Safety Team and the Property Services Fire Team as required.

Legionella Responsible Person (Senior Site Manager)

The Nominated Responsible Person acts on behalf of the Responsible Manager to provide the necessary competence to enable Legionella to be managed safely. They will complete the Legionella e-learning course annually and all training records are to be retained.

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

On Site Health & Safety Co-ordinator/Officer (Senior Site Manager)

The on-site H&S Co-ordinator/Officer for the school will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the Responsible Manager. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Corporate Services Health & Safety Team as required.

Risk Assessor (Senior Site Manager)

The Risk Assessor will attend Risk Assessor training every 3 years. The Risk Assessor acts on behalf of the Headteacher to ensure risk assessments are completed and hazards are identified, assessed and managed. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Corporate Services Health & Safety Team as required.

Site Safety Trained Staff (Facilities Management Trained Staff)

They will attend the Safety Awareness for Facilities Managers training course every 3 years. The site safety trained employees are the competent people responsible for the overall management of school premises and facilities and act on behalf of the Responsible Manager. They are responsible for the local management and completion of day-to-day premises tasks.

They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Corporate Services Health & Safety Team as required.

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.

Work at Height (Senior Site Manager)

The competent person for working at heights in school will attend the Caretaking Support Service Ladder & Stepladder Safety course every 3 years. The competent person for working at height acts on behalf of the Headteacher and will ensure work at height is carried out safely. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Corporate Services Health & Safety Team as required.

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

Any accident, incident or injury involving staff, visitors, contractors, and the more serious accidents/incidents to pupils will be reported on the HCC Accident/incident reporting system. Where an investigation is completed, this will be recorded and submitted on the online reporting system within 7 days.

A copy of the completed incident report is automatically received by the Corporate Health & Safety Team, the person who reported the incident, and the Manager/Accident Investigator.

Following the completion of an online incident report, an investigation must be carried out as soon as practicable after the accident. Managers will receive an email request to complete an investigation, with a link to the investigation form.

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 Health and Safety Team will review every incident reported on the online system and identify which are notifiable to the Health & Safety Executive (HSE) under the Reporting of Injuries Diseases and Dangerous

Occurrences Regulations (RIDDOR). If reportable, the Corporate Health and Safety Team will report the incident to the HSE, and a copy of the report will be sent to the school.

The Responsible Manager will ensure that the governing body and senior management are informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Responsible Manager for trend analysis to prevent reoccurrences. The governing body should be regularly updated on monitoring and any trends identified.

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 and anyone undertaking intrusive work must read and sign the register as 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) (and other employees who may carry out invasive works) will also attend the Hampshire Scientific Services half day attendance course.

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.

Community Users/Lettings/Extended Services

The Responsible Manager will ensure that:

- Third parties and other extended service users operate under/within hire agreements
- A risk assessment for the activity is completed and shared with all relevant parties
- The risk assessment for the premises is shared with the users/hirer
- The premises are safe for use and are always inspected prior to, and after, each use
- Means of general access and egress are safe for use by all users
- First aid procedures are agreed
- 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

For HCC schools, contractors will be selected from HCC minor works framework where possible. If the minor works framework cannot be used, the Selection of Safe Contractors Assessment Checklist will be used to ascertain competence and suitability prior to engaging their services. The school's Management Surveyor will 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 local written contractor induction brief that includes all relevant details of fire safety procedures & local safety arrangements.

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

Curriculum Activities

The curriculum leads for Art, Design and Technology, Science and PE are listed in the Appendix with the dates of their training. The curriculum leads will act on behalf of the Headteacher to provide the necessary competence to enable curriculum subjects to be carried out safely and in accordance with the requirements and best practice. They will ensure that all employees have a reasonable awareness of the hazards and control measures in place. They will advise the Headteacher of any condition or situation which may affect the safety

of any premises users. They will use 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.

Display Screen Equipment

All Display Screen Equipment (DSE) users must complete the *display screen equipment e-learning course* annually without exception. All DSE users must carry out periodic workstation assessments using the Corporate Workstation Assessment Form. Findings from the workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years. These assessments are actioned at the beginning of each school year or at induction. DSE users have the right to request regular free eyesight tests and be reimbursed towards spectacles if required for DSE use.

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 reported & immediately taken out of use until repaired or disposed of
- 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.
- Personal 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 the work equipment inventory and PAT testing/inspection schedules.

Any defective or suspected defective equipment, systems of work, fittings etc. will be removed from use and must be reported to Senior Site Manager and repaired or disposed of as soon as possible.

Emergency Procedures

The school has an emergency evacuation procedure, which covers fire and non-fire emergencies (gas leak, bomb threat, flooding etc.) are in place. Evacuations are to be carried out in accordance with the school/premises emergency evacuation plan and are practiced termly with notes made about issues for improvement.

All employees will receive information, training and instruction on the non-fire emergency procedures and evacuation plans on induction. Employees will be periodically provided with updated information as the emergency procedures are 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. This is still the case and we will continue to do so.

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

<https://www.hants.gov.uk/schoolclosures> . A copy of the procedure to be followed is 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 employees 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, the Headteacher and Governors making any necessary amendments.
- Information from the fire risk assessment is shared with employees annually

The Responsible Manager will ensure that trained Fire Marshals are in place to assist in fire evacuation.

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 clearly signposted around the school. A First Aid needs assessment will be carried out by the **Office Admin Assistant** to determine the level of first aid provision required, including the number of first aid staff required, and is completed annually. First aid provision will be regularly monitored, and equipment checks recorded.

First aid is never to be administered by anyone except first aid trained employees 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 document are kept electronically and stored (O:\HEALTH & SAFETY\Risk Assessments\Glazing) and is reviewed annually or when there are changes to the premises.

Any damaged glazing will be reported to the **Senior Site Manager** and made safe and replaced as soon as possible.

Hot Water and Hot Water Surfaces

Arrangements for the managing of hot water and hot surfaces have been put into place to protect students, staff and members of the public. The hazards have been identified and recorded under the Premises and Workplace Safety risk assessment.

Control measures have been put in place to manage the risk and these have been shared with staff, and others where necessary. If a new hazard is identified or brought onto site this needs to be notified to the risk assessor for adequate control measure to be put into place. The control measures include:

- Clearly marking hot water sources
- Only allowing children to access hot water when it is temperature controlled
- Hot pipes and surfaces being boxed in

Housekeeping and Hygiene

Good housekeeping is an essential factor in effective 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 and chemicals are not permitted to be used, or brought on site until

- Safety data sheets have been obtained
- A written COSHH assessment is completed by the trained COSHH assessor
- 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 hazardous substance, whether it is a material, cleaning fluid or chemical substance, employees must ensure that adequate precautions are taken to prevent ill-health and injury to themselves or others. Employees will be trained before using a hazardous substance and must follow safe working practices and use protective equipment if identified in the COSHH assessment.

All hazardous substances must be stored in secure and clearly labelled storage in accordance with the relevant safety sheets. Hazardous substances are stored in the Senior Site Manager's room, which must be locked at all times.

Inspections and Monitoring

It is the responsibility of all employees to monitor the condition of their workplace throughout the day. They are expected to identify general safety concerns and issues, which should be immediately recorded in the Premises Site email address and reported to the Senior Site Manager. New email address completed and sent out on weekly briefing.

Weekly monitoring and inspections of classrooms will be carried out by staff and the Senior Site Manager.

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 Health and Safety inspection and monitoring visits according to their monitoring schedule.

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. The system for recoding this is called Annual self-assessment.

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 employees in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is managed the Kitchen Manager. 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. The Kitchen is managed by an external contractor who have provided the relevant HSE documents.

Legionella Management

The Legionella Nominated Responsible Person management will manage and undertake all procedures regarding Legionella in accordance with Hampshire County Council corporate procedure. They will:

- Record sentinel point temperatures on the online reporting system
- Regularly flush unused outlets
- Report any alterations to the water system
- Undertake descaling and disinfection

In the absence of the Nominated Responsible Person the Headteacher will arrange for competent cover to be in place to fulfil all the required duties to manage legionella at the school.

Lone Working

A risk assessment will be carried out to categorise each lone worker's role and the risk presented, in accordance with the Corporate Lone Working Procedure. 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)
- A system has been implemented whereby The SSM will contact the SBM when entering and closing the building.

Lone working will only take place:

- With the Responsible Manager's approval
- Following risk assessment
- Where it cannot be avoided
- Where staff have been appropriately categorised and control measures have been identified and put into place.

Moving and Handling

All employees 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.

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.

All moving and handling tasks are risk assessed following the HSE simple filter tool, before they are undertaken in accordance with the Corporate Moving and Handling Procedure. For tasks that fall outside of the HSE filter tool, risk assessments will be carried out by the trained moving and handling risk assessor.

New and Expectant Mothers

When notified that a member of staff is pregnant the school will undertake a risk assessment for that individual. This will be undertaken by the School Business Manager and the individual.

This assessment will be reviewed regularly throughout the pregnancy and the return to work to ensure that reasonable adjustments are made.

Off-site Activities

Arrangements regarding off-site activities are managed in accordance with the Hampshire Outdoors procedures and guidance. Before any activity takes place, the approval of the Responsible Manager, Educational Visits Co-ordinator, Abby Goodchild is required. (The governing body approves off-site activities annually, with additional visits approved by the Chair of Governors and 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 employees are periodically provided with information regarding safety arrangements. This information is provided 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 noticeboard. The Corporate Services Health & Safety Team can provide both general and specialist advice which is available on their website or on request.

Visitors and Contractors are provided with Health and Safety Information on arrival through the sign in procedure.

The *Health and Safety Law* poster is displayed on the Health and Safety board and in the staff room.

Risk Assessment

Risk assessments will be carried out where a significant risk is identified or is reasonably foreseeable. 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 completion of risk assessments. Risk assessments will be carried out by employees with the appropriate knowledge and understanding in each area, task or equipment being assessed.

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 schedule.

Employees will be informed, where appropriate, of hazards and control measures identified in risk assessments. Risk assessments will be shared with employees and relevant third parties periodically and when there are changes.

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 and Safety folder (up to date version located on the Services to Schools webpages). 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

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

Stress & Wellbeing

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

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

On-site arrangements to monitor, consult and reduce stress situations are through appraisal 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.

Transport – Driving for Work

In accordance with the Corporate Procedure - Driving for Work the school will risk assess staff driving for work purposes and when this should be undertaken. Any member of staff that does need to drive for work purpose must be fit to drive and:

- Have the correct license to drive the vehicle
- If they are driving their own vehicle the school must ensure that it is taxed and safe to drive/has a current MOT
- Have business insurance

Records of checks will be kept in the school office.

Transport - Traffic Management

Arrangements regarding on-site traffic safety are based on the findings from the traffic on site checklist and 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. The school will develop a written Traffic Management Plan with arrangements regarding on-site traffic safety. The plan includes:

- A site plan diagram showing traffic and pedestrian routes, loading and parking areas
- Site plan check sheet
- Safe system of work; this can be included in the site plan check sheet
- Risk assessments where necessary

A copy of the plan is located in the school office.

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

Training

Health and safety induction training will be provided and recorded for all new **employees**, including temporary workers and volunteers in accordance with the New Staff Induction Checklist as found on the Manual of Personnel Practice website.

The Responsible Manager will ensure all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. A training needs analysis will be conducted, from which a comprehensive health and safety training plan will be developed and maintained.

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

- Induction training regarding all the requirements of the school health and safety policy
- Local training including risk assessments and safe working practices
- Information following health and safety policy or procedural changes
- Relevant annual e-learning courses to meet mandatory corporate training requirements
- Role specific training
- Refresher training as required

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 employees.

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. In accordance with the Corporate Procedure on violence and aggression, employees should be categorised using the control menu. Control measures will be documented on the Violence & Aggression Risk Assessment. The risk assessment will be shared with relevant employees and reviewed on a regular basis.

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. Reporting all violent and aggressive incidents using the confidential online reporting system. Incidents will be appropriately investigated, and control measures reviewed to reduce the risk of similar incidents occurring in the future. Incidents will be reported as close to the incident date as possible.
2. Following working procedures and risk assessments.
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.

Violent incidents between children will be reported to the DSL using CPOMS. If a child is injured following violence between children, it will be reported as an accident on the online reporting system.

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. They will be provided with an appropriate coloured lanyard, depending on their safeguarding clearance. 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 lanyard, should be politely asked the nature of their business. All staff are expected to bear responsibility for this. Any visitor who does not have DBS clearance will be supervised by a member of staff.

Vulnerable Persons

Where there are vulnerable persons (e.g. a young person, new or expectant mother, someone with a disability, or temporary or permanent medical conditions etc.) working or visiting the premises, a risk assessment will be completed. Appropriate procedures will be implemented and arrangements for the health, safety and welfare of vulnerable people on school premises will be suitably managed 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 Equipment

All work equipment requiring statutory inspection and/or testing on site (for example, boilers, pressure systems, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors.

All employees will check work equipment prior to use. Any defective or suspected defective equipment must be removed from use, reported to **the Senior Site Manager** and repaired or disposed of as soon as possible.

Work at Height

Work at height will be undertaken in accordance with the Corporate Procedure for Work at Height, and the Corporate Services Health and Safety Team guidance. All general work at height will be carried out in accordance with the on-site general risk assessment, 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 & Step Safety* PowerPoint presentation
- Carry out and record periodic inspections of all ladders, stepladders and podium steps used on site
- Remove access equipment from use if defective or considered unsuitable 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.

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 Children's Services 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.

School employees are not permitted to work on roofs unless suitable edge protection and safe access arrangements are in place.

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 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 Health & Safety inspection and monitoring visits as identified in the Health & Safety Monitoring Schedule. 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 teachers' 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
- F. Emergency Evacuation Plan
- G. Physical Intervention Policy
- H. Outdoor Education Service's procedures and guidance
- I. Traffic Management Plan
- J. Public Health in Hampshire webpages

Appendices

Appendix 1	Staff with designated responsibilities for Health and Safety
Appendix 2	Staff Health & Safety Training Requirements

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.

Key: Blue = Lead responsibility and dates

Black = Deputy responsibility and dates

Responsibility	Lead responsibility	Deputy Lead (in absence of lead)	Training completed	Next training opportunity
Introduction to Site Safety	Katie Clayton	Stephan Boorn (Jonathan Kirkham)	March 2026 May 2026 TBC September 2026	March 2029 May 2029
On-site Health & Safety Co-ordinator	Stephan Boorn	Katie Clayton	SB Scheduled KC 8/1/25	3 Yearly
Risk Assessors (General)	Stephan Boorn	Katie Clayton	SB Scheduled KC 17/9/24	3 Yearly
Risk Assessor (Curriculum & Trips)	Abby Goodchild	Jonathan Kirkham	05/06/2023 x2	05/06/2028 x2
Fire Safety Officers	Stephan Boorn	Katie Clayton	KC 18/1/24	25/5/26
Trained Accident Investigator	Katie Clayton	Paula Tavender	KC 5/6/24 PT 12/6/23	9/6/26
Emergency First Aid at Work	Jo Trotter Belinda Mildenhall	Genevieve Caldwell-Holmes	All completed April 2026	April 2029
Staff with Specific Roles			Training completed	Next training opportunity
Basic First Aid	Paula Tavender		Feb 2026	Feb 2029
Paediatric First Aiders	Ame Bishop			Jan/Feb 2026
	Belinda Mildenhall			Feb-27
	Bev Christie			Feb-29
	Claire Marshment			Feb-29
	Daniela Cajales			Feb-29
	Emily Lowther			Mar-28
	Gayle Fox			Feb-29
	Genevieve Caldwell-Holmes			Apr-27
	Ingrid Burgoyne			Feb-29
	Isabel Small			Mar-29
	Jennie O'Shea			Feb-29
	Jennifer Leishman			Jan-27
	Jo Trotter			Feb-29
	Joel Seath			Mar-29
	Mark McGettigan			Nov-27
	Mayumi Norman			Feb-29
	Natalie Choi			Mar-29
Nikki Ewing		Jan-27		
Paula Tavender		Feb-29		
Governors with Specific Responsibilities				
Health & Safety Governors	Sheila Alderson; Sharon Gray Nicole Moyo		Refer to governor training records on Governor Hub	
Safeguarding Governors	Matthew Whitehead; May Glover-Poultney Katie Garnett; Scott Williams			

Appendix 2

Staff Health & Safety Training Requirements

		School Business Manager	Senior Site Manager	Headteacher	Staff
1	Asbestos (E-learning)	11/1/24	TBC		
2	Asbestos awareness (Attendance)	10/7/24	TBC		
3	Incident/Accident investigation (Virtual online)	5/6/24	TBC	and DHT	
4	Managing Contractors in schools (Virtual)	4/11/24	TBC		
5	COSHH Assessor (Online)	9/10/25	TBC		
6	Display Screen Equipment (E-learning)	E-learning every year for All			
7	Safety Awareness for Facilities Manager (Attendance)	12/3/26	TBC		
8	Fire Safety Induction (E learning)	E-learning every year for All			
9	Fire Risk Assessment Principles and Practices (Attendance)	26/7/24	TBC		
10	Fire Marshall (Attendance)		TBC		Specified Staff
11	Emergency First Aid at work (Attendance)				Specified Staff
12	First Aid in schools (Attendance)	23/6/25			Specified Staff
13	Paediatric First Aid (Attendance)				Specified staff
14	Food safety				Specified Staff
15	Introduction to H&S (Online)	12/5/26	TBC		
16	Legionella Management P1 (E-Learning)	25/3/24	TBC		
17	Legionella Management P2 (E-Learning)	6/11/24	TBC		
18	Moving & Handling (E learning)	E-learning every year for All			
19	Moving & Handling of Children				Specified staff
20	Moving & Handling of objects (Attendance)		TBC		
21	Keeping yourself safe – conflict and challenging behaviour				Specified staff
22	Permit to work Hot works (E-learning)	12/5/26	TBC		
23	PAT testing		TBC		
24	General risk assessor (Virtual online)	17/9/24	TBC	and DHT	
25	Managing stress (E-learning)	E-learning every year for All			
26	Ladder and stepladder safety (Attendance)		TBC		