

## HEALTH AND SAFETY POLICY

March 2022	
Headteacher – Dot Patton	
Signed – Headteacher	Chair of Governors

### STATEMENT OF INTENT

It is our policy to carry out 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 (HCC) 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.

The latest Hampshire County Council Health & Safety policy statement (October 2019) is attached at the end of this policy

## **Covid-19 update**

Management of COVID-19 in schools continues to evolve and on 24th February 2022 the Department for Education issued revised guidance. The key changes are that the focus is now on baseline measures which, from a health and safety point of view, means continuing good hygiene measures, maintaining appropriate cleaning regimes and keeping occupied spaces well ventilated. The school now also has sufficient Carbon Dioxide monitors to have one in each class to ensure CO2 levels are within guidelines.

This means that the specific health & safety measures set out in appendix 1 on the previous policy are no longer necessary. The DfE state that extra action will only need to be taken if schools face severe operational disruption to face-to-face education.

Also any new blanket rules/protocols that are subsequently introduced by the DfE will be adhered to.

## **ORGANISATION**

### **Employer Responsibility**

The overall responsibility for health and safety at St. Michael's CE (Controlled) Infant 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 is Dot Patton, Headteacher, who will act to:

- 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 the governing body as appropriate. This is a standing item on the Resources & Premises committee agenda
- Produce, monitor and periodically review all local safety policies and procedures

### **All Staff (including volunteers and students)**

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

## CHILDREN'S SERVICES HEALTH & SAFETY

- 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 their staff representative or other appropriate person (Dot Patton or Jim Bell)
- 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

### **Caretaker and Caretaker's Assistant**

The caretaker and caretaker's assistant are 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 Headteacher and the Children's Services Health & Safety Team as required.

### **On-Site Health & Safety Co-ordinator**

The on-site health & safety co-ordinator (H&S co-ordinator), Jim Bell, will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the Headteacher. He is to work within his level of competence and seek appropriate guidance and direction from the Headteacher or the Children's Services Health & Safety Team as required. He will manage the Health & Safety diary through use of the "Google calendar" and ensure that policies/reminders are sent to the staff (including regular supply teachers) as appropriate through use of e-mail. Paper copies are available for reference. The information is also held on the school computer network which can be accessed by all classroom and office staff. The H&S co-ordinator will provide paper copies on request for anybody who does not have access to the school computer network.

The H&S co-ordinator is responsible for putting all statutory policies on the website and to ensure these are up to date.

### **All Teachers & Support Staff**

The responsibility of applying local safety procedures on a day-to-day basis rests with the teachers and support staff. 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.

### **Resources and Premises (R&P) Committee**

The purpose of the R&P Committee is to assist in the assessment of safety related matters and provide appropriate support to the Headteacher. The R&P Committee is to 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. R & P committee members will be kept

## CHILDREN'S SERVICES HEALTH & SAFETY

informed of all changes in practices and procedures, new guidance, significant accidents and incidents and risk related matters.

The R&P Committee consists of four Governors and the Headteacher and they meet at least three times a year. They take overall responsibility for Health & Safety including performing a Health & Safety walkabout. We have a nominated Health and Safety Governor.

### **Fire Safety Co-ordinator**

Jim Bell is the fire safety co-ordinator and is the competent person for fire safety on the premises and acts on behalf of the responsible manager. He has attended the IOSH Fire Risk Principles and Practice Course and will refresh this training every three years. He is 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-ordinator is to work within his level of competence and seek appropriate guidance and direction from the Headteacher or the Children's Services Health & Safety Team as required.

### **Facilities Management Trained Staff**

Children's Service Department require that every site have 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 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 Children's Services Health & Safety team as required.

The H&S Co-Ordinator attended the two day Facilities Management course in July 2017 and this training should be refreshed every 6 years.

### **Health & Safety Representative**

The premises health and safety co-ordinator will represent the staff with regard to their health and safety at work. He is expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to his role in accordance with current guidance and legislative requirements.

### **Legionella Competent Person**

The H&S co-ordinator is the nominated competent person for Legionella on the premises and acts on behalf of the Headteacher to provide the necessary competence to enable Legionella to be managed safely. He is to complete the Legionella e-learning course annually and all training records are to be retained. The H&S co-ordinator has previously attended a formal course every 3 years (Last one November 2017) although this is no longer a requirement.

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. Hampshire use an on-line reporting system which the H&S co-ordinator is using to record temperatures. For reference these are also included on a spreadsheet held on the school computer system. He will advise the Headteacher of any condition or situation relating to Legionella, which may affect the safety of any premises users. He is to work within his level of competence and seek appropriate guidance and direction from the Headteacher or the Children's Services Health & Safety Team as required.

### **Asbestos Competent Person**

Jim Bell is the Nominated Responsible Person (NRP) for asbestos on the premises and acts on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely in accordance with the Corporate Procedure. Following the issue of new corporate procedures in September 2016 he attended the asbestos awareness HSS taught course in February 2017. On an ongoing basis, he is to complete the asbestos e-learning course annually. Dot Patton is the Responsible Manager and she is also expected to complete the e-learning course annually.

The NRP will ensure that all staff have a reasonable awareness of asbestos management and dangers. He is to 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. He will advise the Headteacher of any condition or situation relating to asbestos which may affect the safety of any premise's users. He is to work within his level of competence and seek appropriate guidance and direction from the Headteacher or the Children's Services Health & Safety Team as required.

### **Accident Investigator**

The on-site trained accident investigator is the H&S co-ordinator who will lead on all accident investigations in accordance with departmental and corporate procedures. He has completed the Accident Investigator course and is required to attend a refresher course every three years. Attendance on a refresher course has been delayed due to Covid-19 but has now been booked for July 2022.

## **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 St. Michael's CE (Controlled) Infant School and are to be used alongside other current school procedures & policies.

In carrying out their normal functions, it is the duty of all managers and staff 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 departmental and corporate policy requirements.

Any accident, incident or injury involving staff, visitors or contractors and the more serious accidents/incidents to children is to be reported and recorded on the HCC Accident Report Form, which is then held in the school office. The H&S co-ordinator will then complete the on-line reporting form which is then automatically sent to Children's Services Health & Safety Team. This should be completed as soon as possible after the incident so if it is necessary to report it to the Health & Safety Executive (HSE) then the H&S team can do so within the required timescales. The person reporting the incident and the manager will receive a request to carry out an investigation and a link upon which to record the investigation. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so

## CHILDREN'S SERVICES HEALTH & SAFETY

as to be able to implement appropriate measures to prevent reoccurrence. All significant accidents, incidents and near misses are to be reported immediately to the Headteacher.

Minor accidents to pupils are to be recorded in the folders located in the medical room.

Accidents involving children locally considered to be of a more serious nature than the minor incidents are to be recorded on a CSRF-003 School Accident Internal Report Form which is to be retained on site. Accident records regarding children are to be kept from the child's date of birth plus 22 years.

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 e-mailed to the school

The Headteacher will ensure that the governing body is appropriately informed of all incidents of a serious nature. These accident/incident reports will be monitored by the H&S co-ordinator for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences. The office team and the Headteacher will also be aware of the frequency and nature of minor accidents relating to specific equipment or premises. If there appears to be a trend then appropriate action will be taken.

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the school 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.

### **Administration of Medicines**

Arrangements regarding medicines are set out in the Medical Policy (Incorporating First Aid). This is circulated annually to all staff.

Also in the school office is the Public Health England notes on infectious diseases in Schools and Nurseries which can be referenced by all staff.

### **Asbestos Management**

Asbestos management on site is controlled by the asbestos competent person. Jim Bell is the Nominated Responsible Person (NRP) and Dot Patton the Responsible Manager (RM). (See page 4) The asbestos register as issued by the Asbestos Team is located in the school office and will be shown to all contractors who may need to carry out work on site. All members of the teaching and class-based support staff know where the asbestos register is kept. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site. If the caretaker undertakes any work on-site that involves disturbing the fabric of the building then she must check the register and sign accordingly.

The RM and the NRP completed the asbestos checklist relevant to their roles when they were appointed. Copies are kept in the asbestos register. The NRP attended the Hampshire Scientific Services half day attendance course as a one-off. Any school staff who are likely to carry out invasive works must do the same.

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

## CHILDREN'S SERVICES HEALTH & SAFETY

Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and obtaining approval from the competent person. If approval is given, then the register must be signed.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be reported immediately to the Headteacher or the asbestos competent person who will immediately act to cordon off the affected area and contact the PBRS 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 reported to the Headteacher and/or asbestos competent person.

The H&S Co-ordinator sends an annual e-mail reminding staff of their responsibilities and highlights in that e-mail that if any changes are made by staff (drilling etc.) then they must sign the register.

### **Child Protection**

Arrangements regarding child protection are set out in the Child Protection Policy. This is circulated annually as is the DfE guidance – “Keeping Children Safe in Education” and the Safeguarding policy. These documents are also given to new staff, students and volunteers.

### **Community Users/Lettings/Extended Services**

The Headteacher 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 exit 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

### **Confined Spaces**

HCC have introduced a corporate health and safety policy on confined spaces, This ensures HCC complies with the Confined Spaces Regulations 1997 and its Approved Code of Practice L101 – Safe work in confined spaces. The HCC flowchart has been followed and we do not have any confined spaces under the Confined Spaces Regulations 1997.

### **Contractors on Site**

It is recommended HCC minor works framework is always used for contractual work on the premises. Where the minor works framework is not used appropriate safe selection of contractor's procedures are to be used to ascertain competence prior to engaging their services. The schools management surveyor should be contacted for further guidance. HCC approved contractors will be used for contractual work on the premises whenever possible. 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.

## CHILDREN'S SERVICES HEALTH & SAFETY

There is nobody on site who has completed the Managing Contractors In Schools course so the H&S co-ordinator has booked himself on to a course for May 2022.

All contractors must report to the school office where they will be asked to sign the visitors' book and asbestos register. All contractors new to the school will be issued with the local written contractor induction brief that includes all relevant details of fire safety procedures & local safety arrangements. They will also be handed the leaflet 'Keeping Children Safe – A Guide for Volunteers and Visitors

School staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises. Contractors who are on site to complete hot work must complete a hot work permit before they commence. The H&S co-ordinator completes the Hot Works e-learning module annually in November.

### Curriculum Activities

All safety management and risk assessments for curriculum-based activities will be carried out under the control of the relevant subject managers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, and Drama as issued by CLEAPSS, HIAS and Hampshire County Council. Appropriate subject managers 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. The trained risk assessor will monitor all risk assessments.

### Display Screen Equipment

All staff classified as 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. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

A designated user means that you 'habitually use display screen equipment as a significant part of your normal work'. The designated users we have are the Headteacher and the four office staff.

### Dogs on site

Currently dogs are not allowed on site although this would be amended if the circumstance arose (such as an assistance/reading dog). HCC recommend that a local policy in relation to dogs on site is put in place along with a risk assessment relating to unplanned visits by dogs such as strays or a dog brought on site by a parent. The H&S co-ordinator will create a local policy/risk assessment.

### Electrical Equipment

The Headteacher 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/tested annually in February \*\*

## CHILDREN'S SERVICES HEALTH & SAFETY

- Equipment testing/inspection can only be carried out by a competent person.
- The competent person to be used is employed by Pattco Ltd.
- Only brand-new electrical equipment can be brought into school for use, and it will then be PAT tested during the next annual testing. Any private equipment must be PAT tested if it is over a year old, and the use of private equipment is discouraged. This includes mobile phone chargers.
- New equipment must be advised to the responsible H&S co-ordinator in order that it can be added to future PAT testing schedules.

The Staff will be reminded termly to ensure the electrical heater in the work room is turned off after use and damaged leads or faulty equipment are reported to the H&S co-ordinator. In addition, all electrical equipment is to be turned off after use.

Any defective or suspected defective equipment, systems of work, fittings etc. must be reported to the Headteacher or the H&S co-ordinator and attended to as soon as possible.

The electrical do's and don'ts abridged policy is circulated November annually along with the latest Hampshire guide to Electrical Safety. (November).

### **Emergency Procedures**

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the Emergency Evacuation Plan (non-fire emergencies) which includes lockdown procedures and covers problems with incidents outside. This is circulated to all staff annually or when significant changes take place. The school has a Fire Emergency plan for fire related emergencies and the abridged version is circulated to all staff annually or when significant changes take place.

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

The school also has a 'Disaster Recovery Plan' which provides details of how the school would cope in the event of a disaster.

### **Fire Safety**

Arrangements regarding fire safety are set out in the Fire Safety Manual. The fire safety co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

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

- All staff complete the mandatory fire safety induction e-learning course every year. This is done as a group session in the first inset day in September.
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and annually 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

## CHILDREN'S SERVICES HEALTH & SAFETY

- 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 risk assessment is reviewed annually by the fire safety co-ordinator and amended as new hazards or required amendments are identified
- The St. John Ambulance guidance had been followed on the number of trained fire marshals needed and in the past we have always had sufficient numbers. However, to cover for changes in staffing arrangements/sickness/part time work we used Safe IS Limited to formally train staff in September 2021. We currently have eleven members of staff trained as fire marshals. The training will need to be refreshed in September 2024.
- We have now divided the school into 3 zones for the purposes of evacuation and we have a fire board on the outside of the office cupboard door which details, daily, the responsible people for that day.
- We now have walkie-talkies which staff take with them when on playground or lunch duties. Although primarily for medical purposes these will now be taken by appointed staff if the building is evacuated at any stage in case they are needed. The Fire Evacuation plan and Emergency Evacuation plan (Non-fire) will be amended accordingly.

Following the issue of new HCC Corporate guidance in February 2022 there is an expectation that all premises will set a target time for evacuation of their buildings. This time will account for a 2½ minute expected evacuation time from the actual building, travel time to the assembly point on the top playground (example suggested time 2 minutes) and time taken to complete the register (example suggested time 2 minutes) thus a target time of 6½ minutes. The evacuation time will be recorded on the next drill to set a benchmark and monitored thereafter.

### First Aid

Arrangements regarding first aid provision are set out in the Medical Policy (Incorporating First Aid).

The names and locations of the first aid trained staff on site are listed in the policy and also clearly signposted at various locations throughout the school.

A needs assessment of the first aid 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. Any member of school staff may deal with minor injuries such as cuts and grazes.

Since November 2021 a walkie-talkie system has been introduced to aid with any urgent medical issues and full details are in the Medical Policy (Incorporating First Aid).

### General Equipment

All general equipment requiring statutory inspection and/or testing on site (e.g. boilers, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors as provided by the term contractor under PBRS 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 and immediately taken out of use until repairs can be carried out. A reminder will be sent on a regular termly basis for staff to report defective equipment to the H&S co-ordinator. PE

## CHILDREN'S SERVICES HEALTH & SAFETY

equipment is serviced annually by a competent contractor. Staff will be reminded of the need to visually inspect the equipment at regular intervals and report any defects. The H&S co-ordinator will visually inspect the outdoor equipment termly as part of his termly premises check. The Automatic Emergency Defibrillator and generic asthma inhalers will be checked monthly by office staff.

### Glazing

Glass and glazing on site have been surveyed by Property Services and risk assessed by the school to ensure there is suitable safety glass in the area which the glazing is located, this includes taking into account the activities undertaken and types of children at the school. activities The survey and assessment are kept electronically on the school system and is reviewed every three years (Last time November 2021) or sooner if there are material 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

### Hazardous Substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use 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 Headteacher. The premises COSHH assessor acting on behalf of the Headteacher is the H&S co-ordinator.

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 the secure and signed storage when not in use which is in the locked caretaker's room.

### 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 reported to the H&S co-ordinator who will then record them in the premises defect book (Held by H&S co-ordinator and entitled Premises/Call outs/Incidents).

Class teachers must take responsibility for the safety of their own classroom environments.

## CHILDREN'S SERVICES HEALTH & SAFETY

Routine documented inspections of the premises will be carried out every term in accordance with the premise's inspection schedule. Inspection findings are to be recorded on the locally adapted CSAF-005/CSAF-101(A/B/C) Premises Safety Inspection Checklist.

Defects identified during these routine documented inspections are to be immediately reported to the Headteacher of the H&S co-ordinator and recorded by the H&S co-ordinator in the book marked Premises/Call Outs/Incidents and held in the school office. Any identified high-level risks or safety management concerns are to be actioned at Resource and Premises Committee meetings.

Routine premises inspections, using CSAF-010(A) will be carried out by members of the Resources & Premises Committee annually.

Although staff must report any health and safety concerns as soon as possible, there will be an opportunity for teachers to share minor concerns at the weekly staff meeting. Learning Support Assistants can report any concerns directly to the class teacher (if relevant) or to the H&S co-ordinator. Alternatively, if appropriate, concerns can be reported directly to the Caretaker or Caretaker's Assistant who will also ensure the H&S co-ordinator is kept informed.

It is the school's responsibility that the termly H&S web monitoring form is completed by the H&S co-ordinator. This monitoring form will focus on different areas each term and is an integral part of the School and CSHST monitoring programmes. A copy of the return is given to the Headteacher to discuss at the next R&P committee meeting.

### **Kitchens**

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 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 covered by HC3s training or, in the case of the staff room cooker, our kitchen risk assessment.

### **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, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes and are reported monthly on-line (see Page 4 Legionella Competent Person).

### **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)

All lone working is to be approved by the Headteacher and is to be carried out in accordance with the premises lone working risk assessment and the lone working policy and also in conjunction with the Corporate Lone Working policy. From the latter, the Headteacher and the H&S co-ordinator have prepared a lone working risk assessment record for all staff that this may affect.

## CHILDREN'S SERVICES HEALTH & SAFETY

This is reviewed annually. The category of role for staff at this school is category 4 – “Lone workers who work in isolated locations where the work does not pose significant risks”.

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)

The lone working arrangements for staff who may undertake lone working on this site are set out in the Lone Working policy dated March 2022 and reviewed by the Resources and Premises committee every 3 years.

### **Moving and Handling**

Following a health & safety briefing last month the H&S co-ordinator has been advised of new moving and handling corporate procedures which have just come into force.

Hampshire County Council is committed to reducing and controlling the risks to staff who carry out moving and handling as part of their work. Many moving and handling tasks pose minimal risk and require no action. However, those moving and handling tasks that pose a foreseeable risk of injury, and which cannot be avoided, need to be risk assessed. Hampshire have introduced a filter tool which should be applied to the task being assessed. This will help distinguish low-risk tasks from the higher risk tasks that need a more detailed assessment. The H&S co-ordinator will look at the potential moving and handling scenarios and then risk assess accordingly.

All staff must complete the moving and handling e-learning course every year without exception or, alternatively, must have seen a relevant video on Moving and Handling. This is generally completed as group training during an inset day in September.

### **Noise (Control of noise at work)**

HCC have set out a procedure regarding exposure to noise in the workplace. This is to ensure HCC's compliance with the Control of Noise at Work Regulations 2005 along with the requirements of its associated guidance (L108). A risk assessment has shown that the exposure to noise in the school workplace is not a significant risk.

### **Off-site Activities**

Arrangements regarding off-site activities are managed in accordance with the Outdoor Education Service's procedures and guidance. The Assistant Head attended an Education Visitors Co-ordinators course in November 2021 which needs to be refreshed every 3 years.

### **Physical Intervention**

Arrangements regarding physical intervention are set out in the Restrictive Physical Intervention Policy. We have also produced an abridged version of this policy which is to be circulated to all staff every three years and is due for review in May 2022.

## Provision of Information

The Headteacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. Regular circulation of Health & Safety policies and information (including fire safety) is done either by paper copy or if the information is relatively short, by e-mail. All staff have access to a staff e-mail account. Many of the policies are held on the school website.

Whole school H&S training is generally undertaken on the first inset day of the new academic year. Any new staff are covered during induction training.

Local health and safety advice is available from the Headteacher and H&S co-ordinator and, in addition, the Children's Services Health & Safety Team can provide both general and specialist advice.

The *Health and Safety Law* poster is displayed in the photocopier room, the staff room and the Caretaker's room.

## Risk Assessment

General risk assessment management will be co-ordinated by the Headteacher in accordance with guidance contained in the Children's Services Safety Guidance Procedure SGP 01-07.

Risk assessments must be undertaken for all areas where a significant risk is identified, or a possibility of such risk exists. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work

The trained risk assessor on site is the Headteacher and she will oversee the correct completion of risk assessments as appropriate. The Assistant Head has also attended the risk assessor training in November 2020.

All risk assessments and associated control measures are to be approved by the Headteacher or their delegated member of staff prior to implementation.

Completed risk assessments are listed in the Risk Register 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 (Google calendar).

## Security

Arrangements regarding security are based on the premises security risk assessment and are set out in the on-site security policy. We have also produced an abridged policy of dos & don'ts which is circulated annually.

Staff also take walkie-talkies with them when on playground or lunch duties. Although primarily for medical purposes these can also be used in a security situation.

## Smoking

For the purposes of this policy, smoking includes e-cigarettes/vaporizers.

Smoking is not permitted on the premises.

## Stress & Wellbeing

St. Michael's CE (Controlled) Infant School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stress.

On-site arrangements to monitor, consult and reduce stress situations are to refer any concerns to the line manager who will consult the Headteacher. A free counselling service is available on **0800 028 0199** for employees and they also have access to on-line support at

<https://healthassuredeap.co.uk/>

The school has a Mental Health and Well Being policy (March 2022) which has sections and more information for both pupils and staff.

## Supporting Children with Medical Needs

Information regarding Supporting Children with (specific) Medical Needs is held in the Medical policy (Incorporating First Aid).

## 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 Traffic Management Plan.

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

Pedestrians are not permitted to use the school driveway. The school driveway gates will only be opened for authorised users, i.e. staff, disabled parents and authorised visitors. This is stated in the starting school handbook that is given to all parents.

## Training

Health and safety induction training will be provided and recorded for all new staff/volunteers on the school's "Staff Health & Safety and Induction Checklist".

The Headteacher 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 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 change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals
- Appropriate annual e-learning courses to meet HCC mandatory corporate training requirements

## CHILDREN'S SERVICES HEALTH & SAFETY

Training records are held by the H&S co-ordinator 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 Incidents**

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at St. Michael's CE (Controlled) Infant School.

Staff should be categorised using the Corporate Control Menu and control measures documented on the Violence and Aggression risk assessment. This will be shared with relevant staff and reviewed on a regular basis. The Headteacher and H&S co-ordinator have prepared risk assessments for what they deem the most likely scenarios. These are home visits, office work and parents' evenings. In view of a number of violent incidents with some children this year we have added working with specific pupils to the assessment. These have been signed by the relevant staff and will be reviewed at the start of September annually or if new staff start that may be at risk.

Child on child violent incidents will be reported and recorded on CPOMS.

Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents 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.

Violent incident reporting is completely confidential. Violent and aggressive incidents are to be reported using CSRF-001 Violent Incident Report (VIR) Form in accordance with Children's Services Safety Guidance Procedure SGP18-07. This information is then reported on-line to Children's Services by the H&S co-ordinator. Violent incident blank and completed forms are kept in the school office and monitored by the H&S co-ordinator. Incidents will be reported as close to the incident date as possible and not in batches.

If it is not possible to reduce the risks to an acceptable level, then the Headteacher has the authority to not allow a particular work activity to proceed.

### **Visitors**

All visitors must initially report to the main reception where they will be provided with the key health, safety and fire safety information along with a leaflet 'Keeping Children Safe – A Guide for Volunteers and Visitors' to enable them to act appropriately and safely in the event of an incident. They will be also provided with an appropriate badge enabling easy identification for staff.

### **Vulnerable Persons**

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

## Website

Much information and the majority of the school policies, including this one, can be found on the school website [www.st-michaels-inf.hants.sch.uk](http://www.st-michaels-inf.hants.sch.uk)

## 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.

A new Corporate Procedure was introduced in April 2020 which provided more detail on terminology and procedure and included a flow chart for aiding the Risk Assessor in preparing the risk assessment. There was also a new task specific risk assessment template which superseded previous ones and a hierarchical list of equipment

Wherever possible work should be carried out from ground level to avoid the risks of working at height.

At St. Michael's CE (Controlled) Infant 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 task specific risk assessment and will require the Headteacher to risk assess that specific task and record accordingly (See paragraph 2).

Previously the competent person for work at height on the premises who had attended the Caretaker Support Service Ladder & Stepladder Safety half-day course was the caretaker and she was authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to staff in accordance with SGP 23-08
- Provide stepladder and steps training to staff using the Children's Services *Stepladder & Steps Safety* user training presentation

Her training has now lapsed but before this she was able to train the Caretaker's Assistant so he was able to use step stools and step ladders.

To ensure there is a fully trained Working at Height person in the school the H&S co-ordinator will book himself on the Caretaker Support Service Ladder and Stepladder Safety course.

The H&S co-ordinator is authorised to

- 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.

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

## CHILDREN'S SERVICES HEALTH & SAFETY

- 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 and stepladder training or have received training from the ladder and stepladder competent person (using the CSHST Ladder presentation).
- Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder & Stepladder Safety half-day course within every 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

### Working from home

During the Covid-19 pandemic, HCC prepared a working from home checklist for staff who are working at home on a temporary basis. This can be given to staff to complete if appropriate. There is also a DSE FAQ document to be read in conjunction with the checklist which can also be given out. Moving forward these documents can be used in other circumstances where staff may have to work from home on a temporary basis.

### APPENDICES (HELD SEPARATELY)

- A. Hampshire Health & Safety Policy Statement
- B. Child Protection Policy, Safeguarding Policy, Keeping Children Safe in Education
- C. Emergency Evacuation Plan and Lockdown (non-fire)
- D. Fire Evacuation Plan
- E. Fire Safety Manual
- F. Lone Working Policy & Procedures.
- G. Medical Policy (Incorporating First Aid).
- H. Restrictive Physical Intervention guidelines
- I. Security Do's & Don'ts
- J. Traffic (On-Site) Procedures and Traffic Site Plan
- K. Asbestos Corporate Procedures (Hampshire)
- L. Electrical Safety Guidance for Schools (Hampshire)
- M. Violence & Aggression guidance (Hampshire)
- N. Windows and Glazing guidance (Hampshire)
- O. Working at Height guidance (Hampshire)
- P. Moving and Handling guidance (Hampshire)



## Health and Safety Policy Statement

Hampshire County Council recognises that good health and safety management supports the delivery of our services for the people of Hampshire. As part of the overall risk management process and culture, good health and safety management will help reduce the risk of injury and loss, help promote a healthy workforce and help protect all who are affected by the County Council's services.

This policy, and the management structure and arrangements that support it, contribute to the achievement of the four aims set out in the **Serving Hampshire — Strategic Plan**:

- Hampshire maintains strong and sustainable economic growth and prosperity
- People in Hampshire live safe, healthy and independent lives
- People in Hampshire enjoy a rich and diverse environment
- People in Hampshire enjoy being part of strong, inclusive communities.

Hampshire County Council recognises and will meet its common law and statutory health and safety responsibilities. It will provide, so far as is reasonably practicable, a safe and healthy environment for its staff and all persons affected by its undertaking. This will be based on providing safe environments for learning, leisure and care work, safe places of work, safe systems of work, safe equipment and materials for use at work and individuals who are competent.

The County Council will maintain appropriate health and safety management systems, arrangements and organisational structures to ensure adequate health and safety for all people affected by its operations. It has adopted the Plan, Do Check, Act approach set out in the Health & Safety Executive's "Managing for Health and Safety" (HSG 65) document. The County Council will monitor and review the effectiveness of its health and safety management system.

Managers will ensure health and safety matters are an integral part of all activities and health and safety is given due consideration with other service commitments.

The County Council will endeavour to consult on significant health and safety issues with the workforce in good time to enable staff to express their views on health and safety issues. All staff must actively support the County Council's efforts by working with due regard to the safety of themselves and others. It expects and encourages similar support from contractors, partners and volunteers and co-operation from clients and other visitors who use its facilities or visit premises.

John Coughlan - Chief Executive

Councillor Keith Mans – Leader

October 2019

## HEALTH AND SAFETY POLICY

March 2022	
Headteacher – Dot Patton	
Signed – Headteacher	Chair of Governors

### STATEMENT OF INTENT

It is our policy to carry out 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 (HCC) 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.

The latest Hampshire County Council Health & Safety policy statement (October 2019) is attached at the end of this policy

## **Covid-19 update**

Management of COVID-19 in schools continues to evolve and on 24th February 2022 the Department for Education issued revised guidance. The key changes are that the focus is now on baseline measures which, from a health and safety point of view, means continuing good hygiene measures, maintaining appropriate cleaning regimes and keeping occupied spaces well ventilated. The school now also has sufficient Carbon Dioxide monitors to have one in each class to ensure CO2 levels are within guidelines.

This means that the specific health & safety measures set out in appendix 1 on the previous policy are no longer necessary. The DfE state that extra action will only need to be taken if schools face severe operational disruption to face-to-face education.

Also any new blanket rules/protocols that are subsequently introduced by the DfE will be adhered to.

## **ORGANISATION**

### **Employer Responsibility**

The overall responsibility for health and safety at St. Michael's CE (Controlled) Infant 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 is Dot Patton, Headteacher, who will act to:

- 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 the governing body as appropriate. This is a standing item on the Resources & Premises committee agenda
- Produce, monitor and periodically review all local safety policies and procedures

### **All Staff (including volunteers and students)**

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

## CHILDREN'S SERVICES HEALTH & SAFETY

- 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 their staff representative or other appropriate person (Dot Patton or Jim Bell)
- 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

### **Caretaker and Caretaker's Assistant**

The caretaker and caretaker's assistant are 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 Headteacher and the Children's Services Health & Safety Team as required.

### **On-Site Health & Safety Co-ordinator**

The on-site health & safety co-ordinator (H&S co-ordinator), Jim Bell, will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the Headteacher. He is to work within his level of competence and seek appropriate guidance and direction from the Headteacher or the Children's Services Health & Safety Team as required. He will manage the Health & Safety diary through use of the "Google calendar" and ensure that policies/reminders are sent to the staff (including regular supply teachers) as appropriate through use of e-mail. Paper copies are available for reference. The information is also held on the school computer network which can be accessed by all classroom and office staff. The H&S co-ordinator will provide paper copies on request for anybody who does not have access to the school computer network.

The H&S co-ordinator is responsible for putting all statutory policies on the website and to ensure these are up to date.

### **All Teachers & Support Staff**

The responsibility of applying local safety procedures on a day-to-day basis rests with the teachers and support staff. 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.

### **Resources and Premises (R&P) Committee**

The purpose of the R&P Committee is to assist in the assessment of safety related matters and provide appropriate support to the Headteacher. The R&P Committee is to 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. R & P committee members will be kept

## CHILDREN'S SERVICES HEALTH & SAFETY

informed of all changes in practices and procedures, new guidance, significant accidents and incidents and risk related matters.

The R&P Committee consists of four Governors and the Headteacher and they meet at least three times a year. They take overall responsibility for Health & Safety including performing a Health & Safety walkabout. We have a nominated Health and Safety Governor.

### **Fire Safety Co-ordinator**

Jim Bell is the fire safety co-ordinator and is the competent person for fire safety on the premises and acts on behalf of the responsible manager. He has attended the IOSH Fire Risk Principles and Practice Course and will refresh this training every three years. He is 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-ordinator is to work within his level of competence and seek appropriate guidance and direction from the Headteacher or the Children's Services Health & Safety Team as required.

### **Facilities Management Trained Staff**

Children's Service Department require that every site have 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 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 Children's Services Health & Safety team as required.

The H&S Co-Ordinator attended the two day Facilities Management course in July 2017 and this training should be refreshed every 6 years.

### **Health & Safety Representative**

The premises health and safety co-ordinator will represent the staff with regard to their health and safety at work. He is expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to his role in accordance with current guidance and legislative requirements.

### **Legionella Competent Person**

The H&S co-ordinator is the nominated competent person for Legionella on the premises and acts on behalf of the Headteacher to provide the necessary competence to enable Legionella to be managed safely. He is to complete the Legionella e-learning course annually and all training records are to be retained. The H&S co-ordinator has previously attended a formal course every 3 years (Last one November 2017) although this is no longer a requirement.

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. Hampshire use an on-line reporting system which the H&S co-ordinator is using to record temperatures. For reference these are also included on a spreadsheet held on the school computer system. He will advise the Headteacher of any condition or situation relating to Legionella, which may affect the safety of any premises users. He is to work within his level of competence and seek appropriate guidance and direction from the Headteacher or the Children's Services Health & Safety Team as required.

### **Asbestos Competent Person**

Jim Bell is the Nominated Responsible Person (NRP) for asbestos on the premises and acts on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely in accordance with the Corporate Procedure. Following the issue of new corporate procedures in September 2016 he attended the asbestos awareness HSS taught course in February 2017. On an ongoing basis, he is to complete the asbestos e-learning course annually. Dot Patton is the Responsible Manager and she is also expected to complete the e-learning course annually.

The NRP will ensure that all staff have a reasonable awareness of asbestos management and dangers. He is to 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. He will advise the Headteacher of any condition or situation relating to asbestos which may affect the safety of any premise's users. He is to work within his level of competence and seek appropriate guidance and direction from the Headteacher or the Children's Services Health & Safety Team as required.

### **Accident Investigator**

The on-site trained accident investigator is the H&S co-ordinator who will lead on all accident investigations in accordance with departmental and corporate procedures. He has completed the Accident Investigator course and is required to attend a refresher course every three years. Attendance on a refresher course has been delayed due to Covid-19 but has now been booked for July 2022.

## **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 St. Michael's CE (Controlled) Infant School and are to be used alongside other current school procedures & policies.

In carrying out their normal functions, it is the duty of all managers and staff 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 departmental and corporate policy requirements.

Any accident, incident or injury involving staff, visitors or contractors and the more serious accidents/incidents to children is to be reported and recorded on the HCC Accident Report Form, which is then held in the school office. The H&S co-ordinator will then complete the on-line reporting form which is then automatically sent to Children's Services Health & Safety Team. This should be completed as soon as possible after the incident so if it is necessary to report it to the Health & Safety Executive (HSE) then the H&S team can do so within the required timescales. The person reporting the incident and the manager will receive a request to carry out an investigation and a link upon which to record the investigation. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so

## CHILDREN'S SERVICES HEALTH & SAFETY

as to be able to implement appropriate measures to prevent reoccurrence. All significant accidents, incidents and near misses are to be reported immediately to the Headteacher.

Minor accidents to pupils are to be recorded in the folders located in the medical room.

Accidents involving children locally considered to be of a more serious nature than the minor incidents are to be recorded on a CSRF-003 School Accident Internal Report Form which is to be retained on site. Accident records regarding children are to be kept from the child's date of birth plus 22 years.

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 e-mailed to the school

The Headteacher will ensure that the governing body is appropriately informed of all incidents of a serious nature. These accident/incident reports will be monitored by the H&S co-ordinator for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences. The office team and the Headteacher will also be aware of the frequency and nature of minor accidents relating to specific equipment or premises. If there appears to be a trend then appropriate action will be taken.

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the school 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.

### **Administration of Medicines**

Arrangements regarding medicines are set out in the Medical Policy (Incorporating First Aid). This is circulated annually to all staff.

Also in the school office is the Public Health England notes on infectious diseases in Schools and Nurseries which can be referenced by all staff.

### **Asbestos Management**

Asbestos management on site is controlled by the asbestos competent person. Jim Bell is the Nominated Responsible Person (NRP) and Dot Patton the Responsible Manager (RM). (See page 4) The asbestos register as issued by the Asbestos Team is located in the school office and will be shown to all contractors who may need to carry out work on site. All members of the teaching and class-based support staff know where the asbestos register is kept. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site. If the caretaker undertakes any work on-site that involves disturbing the fabric of the building then she must check the register and sign accordingly.

The RM and the NRP completed the asbestos checklist relevant to their roles when they were appointed. Copies are kept in the asbestos register. The NRP attended the Hampshire Scientific Services half day attendance course as a one-off. Any school staff who are likely to carry out invasive works must do the same.

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

## CHILDREN'S SERVICES HEALTH & SAFETY

Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and obtaining approval from the competent person. If approval is given, then the register must be signed.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be reported immediately to the Headteacher or the asbestos competent person who will immediately act to cordon off the affected area and contact the PBRS 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 reported to the Headteacher and/or asbestos competent person.

The H&S Co-ordinator sends an annual e-mail reminding staff of their responsibilities and highlights in that e-mail that if any changes are made by staff (drilling etc.) then they must sign the register.

### **Child Protection**

Arrangements regarding child protection are set out in the Child Protection Policy. This is circulated annually as is the DfE guidance – “Keeping Children Safe in Education” and the Safeguarding policy. These documents are also given to new staff, students and volunteers.

### **Community Users/Lettings/Extended Services**

The Headteacher 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 exit 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

### **Confined Spaces**

HCC have introduced a corporate health and safety policy on confined spaces, This ensures HCC complies with the Confined Spaces Regulations 1997 and its Approved Code of Practice L101 – Safe work in confined spaces. The HCC flowchart has been followed and we do not have any confined spaces under the Confined Spaces Regulations 1997.

### **Contractors on Site**

It is recommended HCC minor works framework is always used for contractual work on the premises. Where the minor works framework is not used appropriate safe selection of contractor's procedures are to be used to ascertain competence prior to engaging their services. The schools management surveyor should be contacted for further guidance. HCC approved contractors will be used for contractual work on the premises whenever possible. 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.

There is nobody on site who has completed the Managing Contractors In Schools course so the H&S co-ordinator has booked himself on to a course for May 2022.

All contractors must report to the school office where they will be asked to sign the visitors' book and asbestos register. All contractors new to the school will be issued with the local written contractor induction brief that includes all relevant details of fire safety procedures & local safety arrangements. They will also be handed the leaflet 'Keeping Children Safe – A Guide for Volunteers and Visitors

School staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises. Contractors who are on site to complete hot work must complete a hot work permit before they commence. The H&S co-ordinator completes the Hot Works e-learning module annually in November.

### **Curriculum Activities**

All safety management and risk assessments for curriculum-based activities will be carried out under the control of the relevant subject managers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, and Drama as issued by CLEAPSS, HIAS and Hampshire County Council. Appropriate subject managers 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. The trained risk assessor will monitor all risk assessments.

### **Display Screen Equipment**

All staff classified as 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. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

A designated user means that you 'habitually use display screen equipment as a significant part of your normal work'. The designated users we have are the Headteacher and the four office staff.

### **Dogs on site**

Currently dogs are not allowed on site although this would be amended if the circumstance arose (such as an assistance/reading dog). HCC recommend that a local policy in relation to dogs on site is put in place along with a risk assessment relating to unplanned visits by dogs such as strays or a dog brought on site by a parent. The H&S co-ordinator will create a local policy/risk assessment.

### **Electrical Equipment**

The Headteacher 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/tested annually in February \*\*

## CHILDREN'S SERVICES HEALTH & SAFETY

- Equipment testing/inspection can only be carried out by a competent person.
- The competent person to be used is employed by Pattco Ltd.
- Only brand-new electrical equipment can be brought into school for use, and it will then be PAT tested during the next annual testing. Any private equipment must be PAT tested if it is over a year old, and the use of private equipment is discouraged. This includes mobile phone chargers.
- New equipment must be advised to the responsible H&S co-ordinator in order that it can be added to future PAT testing schedules.

The Staff will be reminded termly to ensure the electrical heater in the work room is turned off after use and damaged leads or faulty equipment are reported to the H&S co-ordinator. In addition, all electrical equipment is to be turned off after use.

Any defective or suspected defective equipment, systems of work, fittings etc. must be reported to the Headteacher or the H&S co-ordinator and attended to as soon as possible.

The electrical do's and don'ts abridged policy is circulated November annually along with the latest Hampshire guide to Electrical Safety. (November).

### Emergency Procedures

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the Emergency Evacuation Plan (non-fire emergencies) which includes lockdown procedures and covers problems with incidents outside. This is circulated to all staff annually or when significant changes take place. The school has a Fire Emergency plan for fire related emergencies and the abridged version is circulated to all staff annually or when significant changes take place.

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

The school also has a 'Disaster Recovery Plan' which provides details of how the school would cope in the event of a disaster.

### Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Manual. The fire safety co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

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

- All staff complete the mandatory fire safety induction e-learning course every year. This is done as a group session in the first inset day in September.
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and annually 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

## CHILDREN'S SERVICES HEALTH & SAFETY

- 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 risk assessment is reviewed annually by the fire safety co-ordinator and amended as new hazards or required amendments are identified
- The St. John Ambulance guidance had been followed on the number of trained fire marshals needed and in the past we have always had sufficient numbers. However, to cover for changes in staffing arrangements/sickness/part time work we used Safe IS Limited to formally train staff in September 2021. We currently have eleven members of staff trained as fire marshals. The training will need to be refreshed in September 2024.
- We have now divided the school into 3 zones for the purposes of evacuation and we have a fire board on the outside of the office cupboard door which details, daily, the responsible people for that day.
- We now have walkie-talkies which staff take with them when on playground or lunch duties. Although primarily for medical purposes these will now be taken by appointed staff if the building is evacuated at any stage in case they are needed. The Fire Evacuation plan and Emergency Evacuation plan (Non-fire) will be amended accordingly.

Following the issue of new HCC Corporate guidance in February 2022 there is an expectation that all premises will set a target time for evacuation of their buildings. This time will account for a 2½ minute expected evacuation time from the actual building, travel time to the assembly point on the top playground (example suggested time 2 minutes) and time taken to complete the register (example suggested time 2 minutes) thus a target time of 6½ minutes. The evacuation time will be recorded on the next drill to set a benchmark and monitored thereafter.

### First Aid

Arrangements regarding first aid provision are set out in the Medical Policy (Incorporating First Aid).

The names and locations of the first aid trained staff on site are listed in the policy and also clearly signposted at various locations throughout the school.

A needs assessment of the first aid 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. Any member of school staff may deal with minor injuries such as cuts and grazes.

Since November 2021 a walkie-talkie system has been introduced to aid with any urgent medical issues and full details are in the Medical Policy (Incorporating First Aid).

### General Equipment

All general equipment requiring statutory inspection and/or testing on site (e.g. boilers, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors as provided by the term contractor under PBRS 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 and immediately taken out of use until repairs can be carried out. A reminder will be sent on a regular termly basis for staff to report defective equipment to the H&S co-ordinator. PE

## CHILDREN'S SERVICES HEALTH & SAFETY

equipment is serviced annually by a competent contractor. Staff will be reminded of the need to visually inspect the equipment at regular intervals and report any defects. The H&S co-ordinator will visually inspect the outdoor equipment termly as part of his termly premises check. The Automatic Emergency Defibrillator and generic asthma inhalers will be checked monthly by office staff.

### Glazing

Glass and glazing on site have been surveyed by Property Services and risk assessed by the school to ensure there is suitable safety glass in the area which the glazing is located, this includes taking into account the activities undertaken and types of children at the school. activities The survey and assessment are kept electronically on the school system and is reviewed every three years (Last time November 2021) or sooner if there are material 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

### Hazardous Substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use 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 Headteacher. The premises COSHH assessor acting on behalf of the Headteacher is the H&S co-ordinator.

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 the secure and signed storage when not in use which is in the locked caretaker's room.

### 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 reported to the H&S co-ordinator who will then record them in the premises defect book (Held by H&S co-ordinator and entitled Premises/Call outs/Incidents).

Class teachers must take responsibility for the safety of their own classroom environments.

## CHILDREN'S SERVICES HEALTH & SAFETY

Routine documented inspections of the premises will be carried out every term in accordance with the premise's inspection schedule. Inspection findings are to be recorded on the locally adapted CSAF-005/CSAF-101(A/B/C) Premises Safety Inspection Checklist.

Defects identified during these routine documented inspections are to be immediately reported to the Headteacher of the H&S co-ordinator and recorded by the H&S co-ordinator in the book marked Premises/Call Outs/Incidents and held in the school office. Any identified high-level risks or safety management concerns are to be actioned at Resource and Premises Committee meetings.

Routine premises inspections, using CSAF-010(A) will be carried out by members of the Resources & Premises Committee annually.

Although staff must report any health and safety concerns as soon as possible, there will be an opportunity for teachers to share minor concerns at the weekly staff meeting. Learning Support Assistants can report any concerns directly to the class teacher (if relevant) or to the H&S co-ordinator. Alternatively, if appropriate, concerns can be reported directly to the Caretaker or Caretaker's Assistant who will also ensure the H&S co-ordinator is kept informed.

It is the school's responsibility that the termly H&S web monitoring form is completed by the H&S co-ordinator. This monitoring form will focus on different areas each term and is an integral part of the School and CSHST monitoring programmes. A copy of the return is given to the Headteacher to discuss at the next R&P committee meeting.

### **Kitchens**

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 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 covered by HC3s training or, in the case of the staff room cooker, our kitchen risk assessment.

### **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, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes and are reported monthly on-line (see Page 4 Legionella Competent Person).

### **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)

All lone working is to be approved by the Headteacher and is to be carried out in accordance with the premises lone working risk assessment and the lone working policy and also in conjunction with the Corporate Lone Working policy. From the latter, the Headteacher and the H&S co-ordinator have prepared a lone working risk assessment record for all staff that this may affect.

## CHILDREN'S SERVICES HEALTH & SAFETY

This is reviewed annually. The category of role for staff at this school is category 4 – “Lone workers who work in isolated locations where the work does not pose significant risks”.

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)

The lone working arrangements for staff who may undertake lone working on this site are set out in the Lone Working policy dated March 2022 and reviewed by the Resources and Premises committee every 3 years.

### **Moving and Handling**

Following a health & safety briefing last month the H&S co-ordinator has been advised of new moving and handling corporate procedures which have just come into force.

Hampshire County Council is committed to reducing and controlling the risks to staff who carry out moving and handling as part of their work. Many moving and handling tasks pose minimal risk and require no action. However, those moving and handling tasks that pose a foreseeable risk of injury, and which cannot be avoided, need to be risk assessed. Hampshire have introduced a filter tool which should be applied to the task being assessed. This will help distinguish low-risk tasks from the higher risk tasks that need a more detailed assessment. The H&S co-ordinator will look at the potential moving and handling scenarios and then risk assess accordingly.

All staff must complete the moving and handling e-learning course every year without exception or, alternatively, must have seen a relevant video on Moving and Handling. This is generally completed as group training during an inset day in September.

### **Noise (Control of noise at work)**

HCC have set out a procedure regarding exposure to noise in the workplace. This is to ensure HCC's compliance with the Control of Noise at Work Regulations 2005 along with the requirements of its associated guidance (L108). A risk assessment has shown that the exposure to noise in the school workplace is not a significant risk.

### **Off-site Activities**

Arrangements regarding off-site activities are managed in accordance with the Outdoor Education Service's procedures and guidance. The Assistant Head attended an Education Visitors Co-ordinators course in November 2021 which needs to be refreshed every 3 years.

### **Physical Intervention**

Arrangements regarding physical intervention are set out in the Restrictive Physical Intervention Policy. We have also produced an abridged version of this policy which is to be circulated to all staff every three years and is due for review in May 2022.

## Provision of Information

The Headteacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. Regular circulation of Health & Safety policies and information (including fire safety) is done either by paper copy or if the information is relatively short, by e-mail. All staff have access to a staff e-mail account. Many of the policies are held on the school website.

Whole school H&S training is generally undertaken on the first inset day of the new academic year. Any new staff are covered during induction training.

Local health and safety advice is available from the Headteacher and H&S co-ordinator and, in addition, the Children's Services Health & Safety Team can provide both general and specialist advice.

The *Health and Safety Law* poster is displayed in the photocopier room, the staff room and the Caretaker's room.

## Risk Assessment

General risk assessment management will be co-ordinated by the Headteacher in accordance with guidance contained in the Children's Services Safety Guidance Procedure SGP 01-07.

Risk assessments must be undertaken for all areas where a significant risk is identified, or a possibility of such risk exists. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work

The trained risk assessor on site is the Headteacher and she will oversee the correct completion of risk assessments as appropriate. The Assistant Head has also attended the risk assessor training in November 2020.

All risk assessments and associated control measures are to be approved by the Headteacher or their delegated member of staff prior to implementation.

Completed risk assessments are listed in the Risk Register 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 (Google calendar).

## Security

Arrangements regarding security are based on the premises security risk assessment and are set out in the on-site security policy. We have also produced an abridged policy of dos & don'ts which is circulated annually.

Staff also take walkie-talkies with them when on playground or lunch duties. Although primarily for medical purposes these can also be used in a security situation.

## Smoking

For the purposes of this policy, smoking includes e-cigarettes/vaporizers.

Smoking is not permitted on the premises.

## Stress & Wellbeing

St. Michael's CE (Controlled) Infant School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stress.

On-site arrangements to monitor, consult and reduce stress situations are to refer any concerns to the line manager who will consult the Headteacher. A free counselling service is available on **0800 028 0199** for employees and they also have access to on-line support at

<https://healthassuredeap.co.uk/>

The school has a Mental Health and Well Being policy (March 2022) which has sections and more information for both pupils and staff.

## Supporting Children with Medical Needs

Information regarding Supporting Children with (specific) Medical Needs is held in the Medical policy (Incorporating First Aid).

## 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 Traffic Management Plan.

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

Pedestrians are not permitted to use the school driveway. The school driveway gates will only be opened for authorised users, i.e. staff, disabled parents and authorised visitors. This is stated in the starting school handbook that is given to all parents.

## Training

Health and safety induction training will be provided and recorded for all new staff/volunteers on the school's "Staff Health & Safety and Induction Checklist".

The Headteacher 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 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 change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals
- Appropriate annual e-learning courses to meet HCC mandatory corporate training requirements

## CHILDREN'S SERVICES HEALTH & SAFETY

Training records are held by the H&S co-ordinator 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 Incidents**

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at St. Michael's CE (Controlled) Infant School.

Staff should be categorised using the Corporate Control Menu and control measures documented on the Violence and Aggression risk assessment. This will be shared with relevant staff and reviewed on a regular basis. The Headteacher and H&S co-ordinator have prepared risk assessments for what they deem the most likely scenarios. These are home visits, office work and parents' evenings. In view of a number of violent incidents with some children this year we have added working with specific pupils to the assessment. These have been signed by the relevant staff and will be reviewed at the start of September annually or if new staff start that may be at risk.

Child on child violent incidents will be reported and recorded on CPOMS.

Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents 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.

Violent incident reporting is completely confidential. Violent and aggressive incidents are to be reported using CSRF-001 Violent Incident Report (VIR) Form in accordance with Children's Services Safety Guidance Procedure SGP18-07. This information is then reported on-line to Children's Services by the H&S co-ordinator. Violent incident blank and completed forms are kept in the school office and monitored by the H&S co-ordinator. Incidents will be reported as close to the incident date as possible and not in batches.

If it is not possible to reduce the risks to an acceptable level, then the Headteacher has the authority to not allow a particular work activity to proceed.

### **Visitors**

All visitors must initially report to the main reception where they will be provided with the key health, safety and fire safety information along with a leaflet 'Keeping Children Safe – A Guide for Volunteers and Visitors' to enable them to act appropriately and safely in the event of an incident. They will be also provided with an appropriate badge enabling easy identification for staff.

### **Vulnerable Persons**

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

## Website

Much information and the majority of the school policies, including this one, can be found on the school website [www.st-michaels-inf.hants.sch.uk](http://www.st-michaels-inf.hants.sch.uk)

## 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.

A new Corporate Procedure was introduced in April 2020 which provided more detail on terminology and procedure and included a flow chart for aiding the Risk Assessor in preparing the risk assessment. There was also a new task specific risk assessment template which superseded previous ones and a hierarchical list of equipment

Wherever possible work should be carried out from ground level to avoid the risks of working at height.

At St. Michael's CE (Controlled) Infant 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 task specific risk assessment and will require the Headteacher to risk assess that specific task and record accordingly (See paragraph 2).

Previously the competent person for work at height on the premises who had attended the Caretaker Support Service Ladder & Stepladder Safety half-day course was the caretaker and she was authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to staff in accordance with SGP 23-08
- Provide stepladder and steps training to staff using the Children's Services *Stepladder & Steps Safety* user training presentation

Her training has now lapsed but before this she was able to train the Caretaker's Assistant so he was able to use step stools and step ladders.

To ensure there is a fully trained Working at Height person in the school the H&S co-ordinator will book himself on the Caretaker Support Service Ladder and Stepladder Safety course.

The H&S co-ordinator is authorised to

- 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.

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

## CHILDREN'S SERVICES HEALTH & SAFETY

- 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 and stepladder training or have received training from the ladder and stepladder competent person (using the CSHST Ladder presentation).
- Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder & Stepladder Safety half-day course within every 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

### Working from home

During the Covid-19 pandemic, HCC prepared a working from home checklist for staff who are working at home on a temporary basis. This can be given to staff to complete if appropriate. There is also a DSE FAQ document to be read in conjunction with the checklist which can also be given out. Moving forward these documents can be used in other circumstances where staff may have to work from home on a temporary basis.

### APPENDICES (HELD SEPARATELY)

- A. Hampshire Health & Safety Policy Statement
- B. Child Protection Policy, Safeguarding Policy, Keeping Children Safe in Education
- C. Emergency Evacuation Plan and Lockdown (non-fire)
- D. Fire Evacuation Plan
- E. Fire Safety Manual
- F. Lone Working Policy & Procedures.
- G. Medical Policy (Incorporating First Aid).
- H. Restrictive Physical Intervention guidelines
- I. Security Do's & Don'ts
- J. Traffic (On-Site) Procedures and Traffic Site Plan
- K. Asbestos Corporate Procedures (Hampshire)
- L. Electrical Safety Guidance for Schools (Hampshire)
- M. Violence & Aggression guidance (Hampshire)
- N. Windows and Glazing guidance (Hampshire)
- O. Working at Height guidance (Hampshire)
- P. Moving and Handling guidance (Hampshire)



## Health and Safety Policy Statement

Hampshire County Council recognises that good health and safety management supports the delivery of our services for the people of Hampshire. As part of the overall risk management process and culture, good health and safety management will help reduce the risk of injury and loss, help promote a healthy workforce and help protect all who are affected by the County Council's services.

This policy, and the management structure and arrangements that support it, contribute to the achievement of the four aims set out in the **Serving Hampshire — Strategic Plan**:

- Hampshire maintains strong and sustainable economic growth and prosperity
- People in Hampshire live safe, healthy and independent lives
- People in Hampshire enjoy a rich and diverse environment
- People in Hampshire enjoy being part of strong, inclusive communities.

Hampshire County Council recognises and will meet its common law and statutory health and safety responsibilities. It will provide, so far as is reasonably practicable, a safe and healthy environment for its staff and all persons affected by its undertaking. This will be based on providing safe environments for learning, leisure and care work, safe places of work, safe systems of work, safe equipment and materials for use at work and individuals who are competent.

The County Council will maintain appropriate health and safety management systems, arrangements and organisational structures to ensure adequate health and safety for all people affected by its operations. It has adopted the Plan, Do Check, Act approach set out in the Health & Safety Executive's "Managing for Health and Safety" (HSG 65) document. The County Council will monitor and review the effectiveness of its health and safety management system.

Managers will ensure health and safety matters are an integral part of all activities and health and safety is given due consideration with other service commitments.

The County Council will endeavour to consult on significant health and safety issues with the workforce in good time to enable staff to express their views on health and safety issues. All staff must actively support the County Council's efforts by working with due regard to the safety of themselves and others. It expects and encourages similar support from contractors, partners and volunteers and co-operation from clients and other visitors who use its facilities or visit premises.

John Coughlan - Chief Executive

Councillor Keith Mans – Leader

October 2019