

Health & Safety Policy



Reviewed March 2023
To Be Reviewed by March 2024

St. Michael's C of E (Controlled) Infant School

HEALTH AND SAFETY POLICY

Date of last review:	March 2023
Name of Headteacher approving this policy:	Mrs Dot Patton
Signature of Headteacher:	
Signature of Chair of Governors approving this policy:	
Date for next review of this policy:	March 2024

STATEMENT OF INTENT

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

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety, and welfare
- Provide and maintain safe systems, equipment, and machinery
- Ensure safe handling, storage, and use of substances
- Provide appropriate information, instruction, and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries, and ill-health
- Assess risks, record significant findings, and monitor safety arrangements

- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and governors will be instrumental in its implementation. The latest Hampshire County Council (HCC) Health and Safety policy statement is at the end of this policy.

ORGANISATION

Employer Responsibility

The overall responsibility for health and safety is held by:

Hampshire County Council

The employer is responsible for making sure that risks are managed so far as is reasonably practicable.

The employer will:

- Set clear Health and Safety policies and procedures
- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangements

Responsible Manager

The Responsible Manager for the premises is:

Mrs Dot Patton, Head teacher

The Responsible Manager will act to:

- Ensure the school adopts the employer's policies and procedures
- Develop a safety culture throughout the school
- Consult employee and provide information, training, and instruction so that employees are able to perform their various tasks safely and effectively
- Consult and work with recognised Trade Union Safety Representatives/employee representatives and safety committees
- Assess and control risk on the premises as part of everyday management

- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are conducted
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure employees are aware of their health and safety responsibilities
- Periodically update the school governing body as appropriate
- Produce, monitor, and periodically review all local safety policies and procedures

All Employees (including Teachers, Support Staff, Site Staff, and Volunteers)

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

- Supporting the school's health and safety arrangements
- Ensuring their own work area always remains safe
- 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 (Mrs Dot Patton or Mr Jim Bell, the Health & Safety co-ordinator)
- 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

Year Leaders

Year leaders are responsible for the day-to-day local management of health and safety within their own year group acting on behalf of the Head teacher and the H&S co-ordinator. They will ensure that staff are provided with adequate safety information, and they will manage all integral and specific risks relating to the department's functions. They will ensure their department complies with overall school policies and procedures, all activities are periodically risk assessed, periodic inspections are conducted, and necessary controls are implemented.

On-Site Health & Safety Co-ordinator

The on-site health & safety Co-ordinator (H & S Co-ordinator), Mr Jim Bell, will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the Head teacher. He is to work within his level of competence and seek appropriate guidance and direction from the Head teacher 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.

Caretaker

The caretaker is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the responsible manager. He is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. He is to work within his level of competence and seek appropriate guidance and direction from the Head teacher and the H & S Co-ordinator as required.

Governing Body

One of the roles of the Governing Body is to assist in the assessment of safety related matters and provide appropriate support to the Head teacher.
The Governors have Health and Safety as an agenda item once per term.

Specific Health and Safety Responsibilities

Accident Investigator

The Accident investigator is:

The H & S Co-ordinator

The Accident Investigator will attend accident investigator training every 3 years (Last attended 11 July 2022)

The on-site trained accident investigator will lead on all on site accident investigations in accordance with departmental and corporate procedures.

Asbestos Nominated Responsible Person

The Nominated Responsible Person (NRP) for Asbestos is:

The H & S Co-ordinator.

The NRP has attended the Hampshire Scientific Services Asbestos awareness taught course on in September 2016, He also completes the Asbestos e-learning course annually (Last one 27 February 2023)

The NRP will act on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely in accordance with the Corporate Procedure.

The NRP will ensure that all employees have a reasonable awareness of asbestos management and dangers, that appropriate staff are competent in the use of the asbestos register, and that asbestos is managed in accordance with departmental and corporate requirements. He does this by sending an annual e-mail to all staff. Office staff, who deal with contractors, are aware of their responsibilities. He will advise the Headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. He will work within his level of competence and seek appropriate guidance and direction from the Head teacher and/or the Children's Services Health & Safety Team as required.

COSHH Assessor

The COSHH Assessor is:

The H & S Co-ordinator

The COSHH Assessor will attend the COSHH assessor training course every 3 years (Last one attended 13 July 2022)

The COSHH Assessor is the competent person for the assessment of all the hazardous substances on the premises. He will work within his level of competence and seek appropriate guidance and direction from the Head teacher and/or the Children's Services Health & Safety Team as required.

DSE Assessor

The DSE Assessor is:

To be completed

The DSE Assessor will attend the DSE assessor training course every 3 years. We do not currently have a DSE assessor. The H & S Co-ordinator is on the waiting list for an available course.

The on-site trained DSE Assessor's role is to support the school with assessing the needs of the DSE Users in accordance with departmental and corporate procedures.

Facilities Management Trained Staff

The Facilities Manager for the premises is:

The H & S Co-ordinator

The Facilities Manager will attend the Introduction to Site Safety training course every 3 years. The H & S Co-ordinator is booked in for refresher training in June 2023

The facilities management trained employee is the competent person for the overall management of school premises and facilities, and acts on behalf of the Responsible Manager. They are responsible for the local management and completion of day-to-day premises tasks.

They will work within their level of competence and seek appropriate guidance and direction from the Head teacher and/or the Children's Services Health & Safety Team as required.

Fire Safety Co-ordinator

The Fire Safety Co-ordinator (FSC) is:

The H & S Co-ordinator

The Fire Safety Co-ordinator will attend the Fire Risk Assessment Principals and Practice training course every 3 years (Last attended 22 January 2021)

The (FSC) is the competent person for fire safety on the premises and acts on behalf of the Head teacher. The FSC is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The FSC will work within their level of competence and seek appropriate guidance and direction from the Head teacher and/or the Children's Services Health & Safety Team and the Property Services Fire Team as required.

On-Site Health & Safety Co-ordinator

The H&S Co-ordinator is:

Jim Bell

The on-site H&S Co-ordinator for the school will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the Responsible Manager.

He will work within his level of competence and seek appropriate guidance and direction from the Head teacher and/or the Children's Services Health & Safety Team as required.

Health & Safety Representative

The H&S Representative is:

The H & S Co-ordinator

The premises Health and Safety Representative (whether a member of staff who is union appointed, or non-union and locally nominated) will represent the staff with regard to their health and safety at work. They are expected to promote a positive safety culture throughout the premises and perform the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

Legionella Nominated Responsible Person

The Nominated Responsible Person (NRP) for Legionella is:

The H & S Co-ordinator

The NRP will complete the Legionella e-learning course annually (Last completed 7 June 2022)

The Nominated Responsible Person for Legionella on the premises acts on behalf of the Head teacher to provide the necessary competence to enable Legionella to be managed safely.

The NRP 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. He will work within his level of competence and seek appropriate guidance and direction from the Head teacher and/or Property Services as required.

Risk Assessor

The Risk Assessors are:

The Deputy Head Teacher and the H & S Co-ordinator

The Risk Assessor will attend Risk Assessor training every 3 years. The H & S Co-ordinator recently (7 February 2023) completed risk assessor training so he will be able to assist the Deputy Head with risk assessments appropriate to his role.

The Risk Assessors acts of behalf of the School or the Head teacher to ensure risk assessments are completed and hazards are identified and managed.

The Deputy Head and H & S Co-ordinator will work within their level of competence and seek appropriate guidance and direction from the Head teacher and/or the Children's Services Health & Safety Team as required.

The Head teacher is currently in the process of renewing her risk assessment training.

Work at Height

The competent people for work at height on the premises is:

The H & S Co-ordinator and the Caretaker (Partial)

The H&S Co-ordinator will attend the Caretaking Support Service Ladder & Stepladder Safety course every 3 years. The H &S Co-ordinator renewed his training recently 5 April 2022. The Caretaker has been trained by the previous caretaker (who had attended the course) which is sufficient but he is **NOT** trained to use leaning ladders (the school does not have any)

The competent person for working at height acts on behalf of the Head teacher and will ensure work at height is carried out safely.

They will work within their level of competence and seek appropriate guidance and direction from the Head teacher and/or the Children's Services Health & Safety Team as required.

ARRANGEMENTS

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for St Michaels (CE) Controlled Infant School and are used alongside other current school procedures & policies.

In carrying out their normal functions, it is the duty of all managers and employees to act and do everything possible to prevent injury and ill-health to others. This will be achieved as 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 conducted in accordance with departmental and corporate policy requirements.

Any accident, incident or injury involving staff, visitors, contractors, and the more serious accidents/incidents to pupils will be reported on the HCC Accident/incident reporting form which is held in the school office. The H & S Co-ordinator will then complete the on-line reporting form which is then automatically sent to the Children's Services health and safety team. This is to be completed as soon as possible after the incident so if it is necessary to report it to the Health and Safety Executive (HSE) then the H & S team can do so within the required timescale.

A copy of the completed incident report is also automatically sent to the person who reported the incident and the Manager/Accident Investigator. Following the completion of an online accident report, an investigation must be carried out as soon as practicable after the accident. Managers will receive an email request to complete an investigation, with a link to the investigation form.

Minor accidents to pupils will be recorded on a form (all classes have a supply in their first aid kit) then the information will be transposed onto a spreadsheet on the school system.

The Children's Services Health and Safety Team will review every incident reported on the online system and identify which are notifiable to the Health & Safety Executive (HSE) under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). If reportable, the Children's Services Health and Safety Team will report the incident to the HSE, and a copy of the report will be sent to the school.

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

Community Users/Hirers/Extended Services must report all incidents related to unsafe premises or equipment to the school, who will report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

Asbestos Management

Asbestos management on-site is controlled by the Nominated Responsible Person (NRP) for Asbestos. The asbestos register, as issued by the Asbestos Team is held in the school office although this will be going on-line in due course. This must be shown to all contractors who may need to conduct work on site. Contractors and anyone undertaking intrusive work must read and sign the register prior to being permitted to commence any work on site.

The Responsible Manager and the NRP will complete the asbestos checklist relevant to their role (one for each role) when they are appointed. Copies of these will be retained with the asbestos register.

The Responsible Manager, NRP and any other employees who may disturb the fabric of the building will complete the Asbestos Awareness e-learning annually. The NRP (and other employees who may carry out invasive works) will also attend the Hampshire Scientific Services half day attendance course once.

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

Under no circumstances must contractors or employees drill or affix anything to walls that may disturb materials without first checking the register to ensure it is safe to do so and/or obtaining approval from the NRP.

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

Community Users/Hirers/Extended Services

The Head teacher will ensure that:

- Third parties and other extended service users operate under hire agreements

- A risk assessment for the activity is completed and shared with all relevant parties
- The risk assessment for the premises is shared with the users/hirer
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

Confined Spaces

There is an HCC policy on confined spaces. This ensures HCC complies with the Confined Spaces Regulations 1997 and the Approved Code of Practice 101 – 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

For HCC schools contractors will be selected from HCC minor works framework where possible. If the minor works framework cannot be used, the Selection of Safe Contractors Assessment Checklist will be used to ascertain competence and suitability prior to engaging their services. The school's Management Surveyor will be contacted for further guidance.

All contractors must report to the 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 (Last time 29 November 2022)

The H & S Co-ordinator has completed the Managing Contractors In Schools course 5 May 2022.

Curriculum Activities

All safety management, risk assessments and maintenance of equipment for curriculum-based activities will be conducted under the control of the relevant subject teachers. They will use 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.

Display Screen Equipment

All staff classified as Display Screen Equipment (DSE) users* must complete the display screen equipment e-learning course annually.

All DSE users will carry out periodic workstation assessments using the Corporate Workstation Assessment Form. Findings from the workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

DSE users have the right to request regular free eyesight tests and be reimbursed towards spectacles if required for DSE use.

*A designated user means you 'habitually use display screen equipment as a significant part of your normal work'

Dogs on site

Currently dogs are not allowed on site although this would be amended if the circumstances arose (such as an assistance/reading dog). Hampshire County Council 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 amend the grounds risk assessment to include a section on dogs on site. A policy can then be prepared and shared with parents if the need ever arises.

Electrical Equipment

The Headteacher will ensure that:

- Only authorised and competent persons are permitted to install or repair electrical equipment
- Equipment is not used if found to be defective in any way
- Defective equipment is reported & immediately taken out of use until repaired or disposed of
- All portable electrical equipment is inspected/tested annually.
- Equipment testing/inspection is conducted by a competent person. The competent person is the H & S Co-ordinator who completed PAT testing 12 April 2022.
- Personal electrical equipment is not brought onto the premises or used unless it is approved by management and has been tested
- New equipment is added to the work equipment inventory and PAT testing/inspection schedules.

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. will be removed from use after being reported to the H & S Co-ordinator and repaired or disposed of as soon as possible.

The electrical do's and don'ts policy is circulated to staff annually.

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. These are also advised at induction.

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 queries on site.

The Head teacher as Responsible Manager will ensure through the Fire Safety Co-ordinator that:

- All employees complete the mandatory fire safety induction e-learning course every year. This is generally done as a group session on the first inset day in September.
- Fire safety information is provided to all employees at induction and periodically thereafter
- Fire evacuation procedures, fire safety training and fire equipment inspection and testing are carried out in accordance with corporate guidance and the premises fire safety manual
- The fire manual is reviewed annually by the Fire Safety Co-ordinator, the Head teacher, and Governors making the necessary amendments
- Information from the fire risk assessment is shared with employees annually

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

We 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) have been 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 monitored accordingly.

First Aid

Arrangements regarding first aid provision are set out in the Medical Policy. The names and locations of the first aid trained staff on site are listed in the policy and clearly signposted around the school.

A First Aid Needs Assessment will be carried out to determine the level of first aid provision required and is completed by a First Aid trained person annually.

First aid provision will be regularly monitored, and equipment checks recorded

.
First aid is never to be administered by anyone except first aid trained employees with in-date training certification, operating within the parameters of their training.

Glazing

Glass and glazing on-site has been surveyed by Property Services and risk assessed by the school to ensure there is suitable safety glass in the area in which the glazing is located and this includes taking into account the activities undertaken and the types of children at the school. The survey and assessment document is kept electronically on the school system and is reviewed and updated every 3 years (Latest one November 2021) or when there are changes to the premises and/or glazing.

Any damaged glazing will be reported to the H & S Co-ordinator and made safe and replaced as soon as possible.

Good Housekeeping

Good housekeeping is an essential factor in effective health and safety. The following conditions will be adhered to:

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

Hazardous Substances (COSHH)

Hazardous substances, materials, and chemicals are not permitted to be used on-site until:

- Safety data sheets have been obtained
- A written COSHH assessment is completed by the trained COSHH assessor
- The product is approved for use by the Head teacher

When using a hazardous substance, employees will ensure that adequate precautions are taken to prevent ill-health and injury to themselves and others. Employees will be trained before using a hazardous substance and must follow safe working practices and use protective equipment if identified in the COSHH assessment.

All hazardous substances are stored appropriately (in accordance with the relevant safety data sheets) in the secure and signed storage, which is in the locked caretaker's room.

Inspections and Monitoring

It is the responsibility of all employees to monitor the condition of their workplace throughout the day. 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 in the school office and entitled Premises/Call Outs/Incidents. Any identified high-level risks or safety management concerns will be addressed by the H & S Co-ordinator and the Head teacher. Class teachers must take responsibility for the safety of their own classroom environments.

Periodic documented inspections of the premises will be carried out every term by the H & S Co-ordinator in accordance with the premises inspection schedule. Inspection findings will be recorded on the locally adapted Premises Safety Inspection Checklist.

The termly H & S web monitoring form will be completed by the H & S Co-ordinator. The monitoring form focuses on different areas each term and is an integral part of the School's and Children's Services Health and Safety Team's monitoring programme.

Kitchens

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

The main kitchen is managed by HC3s, Relevant safe systems of work and risk assessments will be shared between HC3s and the school.

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

Legionella

The Legionella Nominated Responsible Person (NRP) will manage and undertake all processes regarding Legionella in accordance with Hampshire County Council corporate procedure.

They will:

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

The cleaners will

- Undertake descaling and disinfection

Lone Working

A risk assessment will be carried out to categorise each lone workers role and the risk presented, in accordance with the Corporate Lone Working Procedure.

Lone working will only take place:

- With the Head teacher's approval
- Following risk assessment
- Where it cannot be avoided

The lone working arrangements for employees who undertake lone working on this site is recorded on the Lone Working policy and the risk assessments. All staff who

do lone work are categorised as Category 4 – 'Lone workers who work in isolated locations where the work does not pose significant risks'

Moving and Handling

All employees will complete the mandatory moving and handling e-learning course every year. This is generally done as a group session on the first inset day in September.

Employees are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment, or children unless they have attended specific moving and handling training.

The Caretaker may be reasonably expected to undertake regular physical work which would include moving and handling; therefore, he will need to attend a formal moving and handling course specific to the work requirements.

All moving and handling tasks are risk assessed before they are undertaken in accordance with the Corporate Moving and Handling Procedure.

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 Hampshire Outdoors procedures and guidance. The Deputy Head attended an Education Visitors Co-ordinators course 22 November 2021.

Physical Intervention

Arrangements regarding physical intervention are set out in the Restrictive Physical Intervention Policy which is circulated to all staff – the last time being 16 May 2022.

Provision of Information

The Headteacher and H & S Co-ordinator will ensure that employees are periodically provided with information regarding safety arrangements. This information is generally provided through staff meetings, e-mails and signature based receipt of information. Much of the information is held on the school website.

When they sign-in Visitors and Contractors are provided with Health and Safety Information on arrival by the Office Staff.

The Health and Safety Law poster is displayed in the Caretaker's room, The Staff room and the Stock/Photocopier room.

Local health and safety advice is available from the H & S Co-ordinator and the Children's Services Health & Safety Team can provide both general and specialist advice which is available on their website or on request.

Risk Assessment

Risk assessments will be carried out where a significant risk is identified or is reasonably foreseeable.

The trained risk assessor will oversee the completion of risk assessments. Risk assessments will be carried out by employees with the appropriate knowledge and understanding of the area, task or equipment being assessed. The trained risk assessors is the Deputy Head teacher. The H & S Co-ordinator also completed his risk assessor training on 7 February 2023 so he can carry out risk assessments relevant to his role. The Head teacher is in the process of renewing her risk assessor training.

All risk assessments and associated control measures will be approved and signed by the Headteacher.

Completed risk assessments are listed in the assessment register and saved on the system. Paper copies are also kept in the Staff Work Room and will be reviewed periodically in accordance with the risk assessment review schedule.

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

Security

Arrangements regarding security are set out in the security policy. There is an abridged version (essentially do's and don'ts) which is circulated annually, the last time being 29 November 2022.

The Fire Evacuation plan and the Emergency Evacuation (non-fire) and Lockdown plan are circulated annually (or if there are changes), the last time being 5 October 2022.

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

Smoking and use of e-cigarettes/vaporizers is not permitted on school premises.

Stress & Wellbeing

St Michael's C of E (Controlled) Infant school is committed to promoting a high level of health and wellbeing and recognises the importance of identifying & reducing workplace stressors.

Stress management through risk assessment and appropriate consultation with employees will be periodically reviewed and acted upon.

School arrangements to monitor, consult and reduce stress situations are to refer any concerns to the line manager who will consult with the Head teacher. 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 which covers both pupils and staff.

Traffic Management

The school has a written Traffic Management Plan with arrangements regarding on-site traffic safety. The plan includes:

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

This is held on the school system with a paper copy held in the staff work room. Arrangements will be shared with employees and relevant third parties.

Training

Health and safety induction training will be provided and recorded for all new employees, including temporary workers and volunteers in accordance with the New Staff Induction Checklist.

The Head teacher will ensure that all employees are provided with adequate information, instruction, and training regarding their safety at work. Training needs analysis will be conducted, from which a comprehensive health and safety training plan will be developed and maintained.

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

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

Training records are 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 employees.

Violent Incidents

Violent, aggressive, threatening, or intimidating behaviour towards employees, whether verbal, written, electronic or physical, will not be tolerated.

In accordance with the Corporate Procedure on violence and aggression, employees should be categorised using the control menu. Control measures will be documented on the Violence & Aggression Risk Assessment. The risk assessment will be shared with relevant employees and reviewed on a regular basis. If it is not possible to reduce the risks to an acceptable level, then the Head teachers has the authority to not allow a particular activity to proceed.

Employees must report all violent and aggressive incidents using the confidential online reporting system. These are completed on-line by the staff member in conjunction with the Head teacher. Incidents will be appropriately investigated, and control measures reviewed to reduce the risk of similar incidents occurring in the future. Incidents will be reported as close to the incident date as possible.

Violent incidents between children will be reported locally on CPOMS.

If a child is injured following violence between children, it will be reported as an accident on the online reporting system.

Visitors

All visitors must initially report to the main reception 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.

Whilst on site visitors will be supervised by the relevant staff member relating to the purpose of the visit.

Vulnerable Persons

Where there are vulnerable persons (for example a young person, new or expectant mother, someone with a disability or temporary or permanent medical conditions etc.) working or visiting the premises, a risk assessment will be completed. Appropriate procedures will be implemented, and arrangements for the health,

safety, and welfare of vulnerable persons on school premises will be suitably managed.

Work Equipment

All general work 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 to the H & S Co-ordinator and immediately taken out of use until repairs can be carried out. A reminder is e-mailed on a regular termly basis for staff to report defective equipment. PE equipment is serviced annually by a competent contractor. This generally happens in March.

Staff are also reminded of the need to visually inspect the equipment at regular intervals and report any defects. The H & S co-ordinator will also 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.

Work at Height

Work at height will be undertaken in accordance with the Corporate Procedure for Work at Height, and the Children's Services Health and Safety Team guidance. All general work at height will be carried out in accordance with the on-site general risk assessment. A separate risk assessment will be carried out for higher risk tasks.

The trained competent person for work at height (the H & S Co-ordinator) on the premises will:

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

The caretaker is trained to use steps and stepladders but not leaning ladders.

The competent person for work at height, and all other employees, 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.

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

School staff can use the small steps and are e-mailed with the training on an annual basis.

School staff are not to improvise or use alternative access methods of their own choice. Use of any furniture, including tables and chairs, is forbidden or any work at height.

Contractors working at height are to be appropriately supervised and must only use their own access equipment.

APPENDICES (PLANS AND POLICIES HELD SEPARATELY ON THE SCHOOL SYSTEM, OTHER RECORDS HELD IN PAPER FORM)

CORPORATE PROCEDURES AND GUIDANCE HELD BY HAMPSHIRE COUNTY COUNCIL CHILDREN'S SERVICES HEALTH AND SAFETY TEAM

<i>Appendix 1</i>	<i>Asbestos Register</i>
<i>Appendix 2</i>	<i>Child Protection policy, Keeping Children Safe in Education, Safeguarding policy (Also on website)</i>
<i>Appendix 3</i>	<i>Emergency Evacuation plan and lockdown plan</i>
<i>Appendix 4</i>	<i>Fire Evacuation plan</i>
<i>Appendix 5</i>	<i>Fire Safety manual</i>
<i>Appendix 6</i>	<i>Glazing survey and assessment</i>
<i>Appendix 7</i>	<i>Hazardous substances (COSHH) records</i>
<i>Appendix 8</i>	<i>Legionella records</i>
<i>Appendix 9</i>	<i>Lone Working policies and procedures</i>
<i>Appendix 10</i>	<i>Medical policy (Incorporating first aid) (Also on website)</i>
<i>Appendix 11</i>	<i>Mental Health policy (Also on website)</i>
<i>Appendix 12</i>	<i>Restrictive Physical Intervention guidelines (Also on website)</i>
<i>Appendix 13</i>	<i>Risk Assessments</i>
<i>Appendix 14</i>	<i>Security Do's and Don'ts</i>
<i>Appendix 15</i>	<i>Traffic On-Site Procedures and Traffic Site plan</i>



Health and safety policy statement of intent

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 resilient 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, resilient 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.



Councillor Rob Humby
Leader



Carolyn Williamson
Chief Executive

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