

# Upham CE (A) Primary School

## Policy for Health and Safety





**Approved by Governors – Full Governing Body - February 2025**

**Review date – by end of November 2025**

**Reviewed by G Rainger**

# HEALTH AND SAFETY POLICY

<b>Policy Issued by Resources Govs: ?? Jan 2024, then passed to FGB ?? Feb 2024</b>
<b>Name of responsible manager/headteacher approving this policy at issue/review:</b> David Woolley
<b>Signature of headteacher approving this policy at review:</b> 
<b>Insert signature of Chair of Governors:</b> 
<b>Policy is due to be reviewed by: 9 February 2025</b>

## 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 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

In addition to this policy a number of risk assessments have been performed. Please see appendix 1 for the full list.

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and governors will be instrumental in its implementation.

## **ORGANISATION**

### **Employer Responsibility**

The overall responsibility for health and safety at Upham CE (A) Primary School is held by the Governing Body 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

### **Overview of Staff Responsibilities**

On-site H&S Coordinator :	David Woolley (HT)
Fire Safety Coordinator:	David Woolley (HT)
Facility Management trained staff member:	David Woolley (HT)
H&S representative:	Kerry Miller (HLTA)
Legionella Competent person:	David Woolley (HT)
Asbestos Competent Person:	David Woolley (HT)
Accident Investigator:	Sarah Bettridge (Admin Officer)
COSHH Assessor:	Sarah Bettridge (Admin Officer)
Governor for H&S:	Gemma Rainger
Trained Risk Assessor:	David Woolley
EVC:	David Woolley (HT)
Competent Person for Working at Height:	David Buckley (Caretaker)
DSL:	David Woolley with Sally Bird

### **Responsible Manager**

The responsible manager for the premises is *the headteacher*, David Woolley, 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 governing bodies/partnerships as appropriate
- Produce, monitor and periodically review all local safety policies and procedures

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

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

- Supporting the unit/centre/school/premises health and safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment

- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting safety concerns to their staff representative or other appropriate person
- Reporting any incident that has led, or could have led to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others

### **Caretaker**

The caretaker, David Buckley, 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 their level of competence and seek appropriate guidance and direction from the headteacher or line manager and the Children's Services Health & Safety Team as required.

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

The on-site health & safety co-ordinator to the school, David Woolley, will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the responsible manager. He is to work within their level of competence and seek appropriate guidance and direction from the Children's Services Health & Safety Team as required.

### **All Teachers, Learning Support Assistants, Admin Staff & Supervisors**

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

### **Governors Resources Committee (Safety Committee)**

Governors Resources committee is used to assist in the assessment of safety related matters and provide appropriate support to the headteacher. The committee meet half-termly and monitor and discuss on-site health and safety performance as a regular agenda item and recommend any actions necessary should this performance appear or prove to be unsatisfactory. Resources committee staff will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

### **Governors**

The Health and Safety Governor responsible for the premises is: Gemma Rainger  
The H&S Governor will:

- Ensure that Hampshire County Councils Health and Safety policy is enacted.
- Ensure that safety is effectively managed in schools and that there are processes in place to evaluate the effectiveness of Health and Safety arrangements.
- Ensure that schools Health and Safety policy is reviewed every 3 years and updated where appropriate.

- Ensure that reasonable steps are taken to safely manage premises, plant, equipment and substances provided for work use are safe and without risk to health.
- Ensure that schools have suitable and sufficient risk assessments in place, findings are documented and communicated to staff and others, controls implemented and are regularly reviewed.
- Ensure regulations and guidelines appertaining to school activities, off-site activities and educational visits are being followed.
- Make ~~decisions~~ recommendation to the Resources Committee and Full Governor Board on Health and Safety where there is a significant implication in terms of cost.
- Make ~~decisions~~ recommendation to the Governors on Health and Safety standards to be included in contract specifications when they have responsibility for awarding their own contracts.
- Comply with any directions given by Hampshire County Council concerning Health and Safety.
- Promote wellbeing for staff and pupils in terms of their physical, mental and emotional wellbeing.
- Contribute to the schools Health and Safety culture.

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

The headteacher, David Woolley, is the fire safety co-ordinator who is the competent person for fire safety on the premises. He is to attend the fire safety co-ordinator training course and refresh this training every three years. The fire safety co-ordinator 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 their level of competence and seek appropriate guidance and direction from the Children's Services Health & Safety Team as required.

### **Facilities Management Trained Staff**

The facility management trained member of staff, David Woolley, is the competent person for the overall management of general premises facilities and acts on behalf of the responsible manager. He is to attend the facilities management training course and refresh this training every six years. He is responsible for the local management and completion of day-to-day premises matters and duties. He is to work within their level of competence and seek appropriate guidance and direction from the Children's Services Health & Safety Team as required.

### **Health & Safety Representative**

The premises health and safety representative, Kerry Miller, will represent the staff regarding their health and safety at work. She is expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

### **Legionella Competent Person**

David Woolley is the nominated competent person for Legionella on the premises and acts to provide the necessary competence to enable Legionella to be managed safely. He is to work with the caretaker, Dave Buckley, and both are annually required to complete the Legionella e-learning course and all training records are to be retained.

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with departmental and corporate requirements. He will advise the responsible headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users. He is to work within their level of competence and seek appropriate guidance and direction from the headteacher and/or the Children's Services Health & Safety Team as required.

### **Asbestos Competent Person**

The headteacher, David Woolley, is the nominated competent person for asbestos on the premises and acts to provide the necessary competence to enable asbestos to be managed safely. He is to annually complete the asbestos e-learning course and all training records are to be retained.

The asbestos competent person 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 is to work within their level of competence and seek appropriate guidance and direction from the Children's Services Health & Safety Team as required.

### **COSHH Assessor**

The CoSHH assessor on behalf of the headteacher is Sarah Bettridge.

The COSHH Assessor will attend the COSHH assessor training course every 3 years.

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

### **Risk Assessor**

The Risk assessor is the Headteacher David Woolley. The Risk Assessor will attend Risk Assessor training every 3 years.

The Risk Assessor acts on behalf of the Headteacher to ensure risk assessments are completed and hazards are identified and managed.

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

### **Accident Investigator**

The on-site trained accident investigator is Sarah Bettridge who will lead on all accident investigations in accordance with departmental and corporate procedures. This will include maintaining the accident/near miss records and monitoring for trends and sharing any implications with the headteacher.

### **Working at Height**

The competent person for work at height on the Premises is David Buckley. They will attend the Caretaking Support Service Ladder & Stepladder Safety course every 3 years. Should these roles being included in the responsibilities

<b>DSE Assessor</b>	
The DSE Assessor is:	<i>Sarah Bettridge</i>
The DSE Assessor will attend the DSE assessor training course every 3 years.	
The on-site trained DSE Assessor's role is to support the school with assessing the needs of the DSE Users in accordance with departmental and corporate procedures.	

## **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 Upham CE Primary School and are to be used alongside other current unit/centre/school/premises 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 the corporate policy requirements.

Any accident, incident or injury involving staff, visitors, contractors, and the more serious accidents/incidents to children are to be reported and recorded on the HCC Accident/incident reporting form (online or via the paper version stored in the school office. If the paper version is used, then it will need to be added on to the on line system as soon as practical).

A copy of the completed form is then automatically sent to Children's Services Health & Safety Team the person reporting the incident and the manager will receive a request to carry out an investigation and a link to record this on. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

Minor accidents to pupils are to be recorded on the accident form in the first aid folder located in the school office.

The more serious accidents that are notifiable to the Health & Safety Executive (HSE) will be notified to the Children's Services Health & Safety Team for them to report. A copy of the form will then be created by CSHST and sent to the HSE.

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

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

### **Administration Of Medicines**

Arrangements regarding medicines are set out in the Supporting Pupils with Medical Conditions and First Aid policies.

### **Asbestos Management**

Asbestos management on site is controlled by the asbestos competent person. The asbestos register as issued by PBRS is located under the sign-in counter in the office and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site.

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 accordingly.

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

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the headteacher 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 immediately reported to the headteacher.

### **Child Protection**

Arrangements regarding child protection are set out in the Child Protection Policy.

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

The responsible manager/headteacher will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed using RATF-047A or RATF-047B
- The premises is safe for use and is always inspected prior to, and after each use

- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

## **Contractors on Site**

It is recommended HCC minor works framework is always to be 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 school's management surveyor should be contacted for further guidance.

All contractors must report to the main school office where they will be asked to sign the visitors book and asbestos register. All contractors must be issued with an information leaflet that includes all relevant details of fire safety procedures & local safety arrangements.

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.

## **Curriculum Activities**

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

## **Display Screen Equipment**

All users must complete the *display screen equipment e-learning course* every year without exception. All users must carry out periodic workstation assessments using CSAF-001 Workstation Assessment Form. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

## **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 or safely disposed of
- All portable electrical equipment will be inspected/tested annually
- Equipment testing/inspection can only be carried out by a competent person.
- Electrical equipment testing will be carried out by Hooper Services.
- Private electrical equipment belonging to staff/volunteers/third parties will not be used without prior approval of the Headteacher who will have completed a visual risk

assessment/inspection. Any equipment used on a regular basis will be included in future PAT testing arrangements.

- New equipment must be advised to the headteacher in order that it can be added to future PAT testing schedules

Any defective or suspected defective equipment, systems of work, fittings etc must be reported to the headteacher, David Woolley. Defective equipment will be removed from use immediately and disposed of appropriately.

## **Emergency Procedures**

The Headteacher will ensure that emergency procedures for non-fire related emergencies (gas leak, bomb threat, flooding etc.) are in place.

All employees will receive information, training and instruction on the non-fire emergency procedures and evacuation plans on induction. Employees will be periodically provided with updated information as the emergency procedures are routinely reviewed and amendments are introduced.

General emergency requiring evacuation for non-fire related emergencies is to be carried out in accordance with the school's emergency evacuation plan. The school premises has a fire emergency plan for fire related emergencies and an emergency evacuation plan for all non-fire emergencies.

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.

## **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 responsible headteacher will ensure through the fire safety co-ordinator that:

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

- The fire manual is reviewed annually by the fire safety co-ordinator and amended as required amendments are identified

## **First Aid**

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

A First Aid Needs Assessment will be carried out to determine the level of first aid provision required and is completed by....(who).....(frequency - recommended 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 staff with in-date training certification, operating within the parameters of their training.

## **General Equipment**

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

## **Glazing**

Glass and glazing on site has been surveyed and risk assessed to ensure that it is suitable safety glass for the area in which the glazing is located, this includes taking account for the activities undertaken and types of children at the school. The survey and assessment are kept electronically in the school office and is reviewed when there are changes to the premises.

Any damaged glazing will be reported to the admin officer and made safe and replaced as soon as possible

## **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 a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site. The premises COSHH assessor acting on behalf of the headteacher is Sarah Bettridge.

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 caretaker's room for this premises. This is to remain locked at all times.

### **Hot Drinks**

All hot drinks removed from the staffroom and office area must have a screw lid (between the hours of 8:00am and 16:30pm – when children may be on site). This expectation must also be shared with visitors. The school will provide a limited supply of lidded cups for the use of staff and visitors.

## **Inspections and Monitoring**

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the premises defect book and reported to the headteacher.

Routine documented inspections of the premises will be carried out half termly in accordance with the premises inspection schedule by the headteacher. Inspection findings are to be recorded on the locally adapted CSAF-005/CSAF-010 Monthly Premises Safety Inspection Checklist.

Defects identified during these routine documented inspections are to be reported to the caretaker for correction and recorded in the defect book. Any identified high-level risks or safety management concerns are to be actioned at Governor resources meetings.

Periodic detailed inspections of the premises' safety management system will be carried out every year by a representative of the governor body responsible for health and safety, currently Simon Beloe. These documented inspections will examine all areas of the safety management system and will be carried out using the locally adapted CSAF-004/CSAF-011 Annual H&S Inspection Checklist.

## **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 the responsibility of 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.

Other kitchen areas, canteens, food preparation areas are managed by David Woolley

Where kitchens are managed by third parties, relevant safe systems of work and risk assessments will be shared between the third party and school.

## **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 Children's Services Safety Guidance Procedure SGP 13-07. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes.

## **Lone Working**

Lone working increases the risks to the individual and as such needs to be kept to a minimum (both in terms of the frequency of lone working and the time spent undertaking the activity). To further reduce the risks lone workers should not undertake hazardous tasks whilst working alone, e.g.:

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

When lone working is undertaken, it must only take place:

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

The only staff approved for lone working are the key holders; the headteacher and caretaker. Other staff may be able to work if discussed and previously approved by the headteacher. These staff will ensure that they have previously agreed contact/ return arrangements with friends and/ or family so that their absence would be identified.

## **Moving and Handling**

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

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

## **Off-site Activities**

Arrangements regarding off-site activities are managed in accordance with the Outdoor Education Service's procedures and guidance. Procedures are ensured by the headteacher who has attended EVC training.

## **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. These systems are through INSET training with all staff, teacher meetings, support staff meetings and regular meetings with admin staff. In addition materials can be disseminated to all staff using school email addresses.

Local health and safety advice is available from the Children's Services Health & Safety Team who can provide both general and specialist advice.

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

## **Risk Assessment**

General risk assessment management will be co-ordinated by the headteacher, David Woolley 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.

The trained risk assessor on site who is David Woolley who will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved 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.

## **Smoking**

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

Smoking is not permitted on the premises.

## **Stress & Wellbeing**

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

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

## **Traffic Management**

Arrangements regarding on-site traffic safety are based on the premises traffic risk assessment and are set out in the on-site traffic policy and procedures. The main entrance to the car park is the only traffic entrance and opening/ closing the main gate is used to signal when traffic may or may not access.

## **Training**

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the CSAF-017 New Staff Health & Safety Induction Checklist.

The responsible manager/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

Training records are held by the headteacher, David Woolley 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 Upham CE (A) Primary School.

Staff should be categorised using the Corporate Control Menu and control measures documented on the Violence & Aggression Risk Assessment. This will be shared with relevant staff and reviewed on a regular basis.

Child on child violent incidents will be reported to the headteacher who will complete a record of the incident.

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

## **Visitors**

All visitors must initially report to the main reception where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will sign the visitors book and be provided with a visitor badge and an information leaflet detailing relevant health and safety information (including child protection). Non-staff members who have significant and frequent access to children (and therefore appropriate DBS checks) will not be required to wear visitor badges as they are known to all children and staff.

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

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

### Work at Height

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

Staff are not permitted to access roofs, walk on roofs etc. unless the roof has been fixed with guardrails. Work at height, by the competent person, David Buckley, from ladders for short duration such as recovery of balls etc. is acceptable if in accordance with the Caretaker Support training.

The competent person for work at height on the premises who has attended the Caretaker Support Service Ladder & Stepladder Safety half-day course is Dave Buckley and he is 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
- 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.

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

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be as per 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 received training from the ladder and stepladder competent person
- 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

#### **Other Relevant Upham CE (A) Primary School Policies**

- Supporting Pupils with Medical Conditions
- Child Protection Policy (inc. Policy for Managing Peer on Peer Abuse)
- Safeguarding Policy
- Emergency Evacuation Plan
- Fire Safety Manual
- First Aid Policy
- Physical Intervention Policy
- Mental Health and Wellbeing Policy

#### **Relevant Upham CE (A) Primary School Risk Assessments (RA)**

Driving at Work Risk Assessment	Fire Safety Management System Risk Assessment
Emergency Lighting Risk Assessment	Grounds Risk Assessment
Events Risk Assessment	Machinery / Equipment Risk Assessment
Fire Alarm System Risk Assessment	Premises Risk Assessment
Fire Exits and Exit Routes Risk Assessment	School Dog - Risk Assessment
Fire Fighting Equipment Risk Assessment	

Further risk assessments available to school staff via moodle

U1 Grounds

U3 Premises - Workplace

U2 Legionella

U4 Moving & Handling

U5 Moving and Handling - Whole Staff

U6 glazing

U9 Lone Working

U10 soiled children

U12 Events

U12B Events (Specified)

U16 Security

U17 Contractors

U19 Hometime

U20 Whole School Walking to and from Church

U21 Stress

U23 Working at Height

U28 Food Allergy

U32 Traffic on Site

U37 Boiler & Plant Room

U39 Hot Room Temperature

U40 Adverse Weather

U41 Sharps & Needles

U42 Violence & Aggression