

HARESTOCK PRIMARY SCHOOL

STATUTORY POLICY

HEALTH & SAFETY

Updated: September 2017

Changes from previous version:

Working at height altered to include information about working on roofs and stepladder training to all staff; fewer appendices available

Date: Autumn term 2018

Review Date: Autumn term 2020

HCC STATEMENT OF INTENT

The Children's Services Department Management Team (CSDMT) endorses Hampshire County Council's Corporate Health & Safety Policy as its own operating policy. The Children's Services Department will comply with all Corporate Health & Safety Policy requirements and strategies which affect all areas of health, safety and welfare within the Department.

The Children's Services Department aims to provide a safe and healthy working environment and follow safe practices at all times. The Department is committed to meeting its statutory health and safety obligations by reducing the risk of injury or ill-health to its employees or other persons who may be affected by their actions. It will do this by ensuring that any significant risks are carefully assessed in workplaces and other activities, in order to determine the potential risk of injury with the intention of eliminating any such risk or reducing it to the lowest level in so far as is reasonably practicable.

ORGANISATIONAL ROLES & RESPONSIBILITIES

Steve Crocker (Director of Children Services)

Overall responsibility for all health and safety in the Children's Services Department.

Felicity Roe (Assistant Director – Performance & Planning)

Senior lead for health and safety across the Children's Services Department.

Responsibility for all health and safety in the Performance & Planning branch.

(Deputy Director – Education & Inclusion)

Responsibility for all health and safety in the Education & Inclusion branch.

(Deputy Director – Children & Families)

Responsibility for all health and safety in the Children & Families branch.

Charles Gilby (Head of Health & Safety)

The Children's Services Department's senior health and safety specialist adviser who will:

- Act as the lead authority and adviser for all health and safety related matters
- Lead the Children's Services Health and Safety Team
- Provide health and safety information, direction and guidance to managers and staff
- Provide annual reports and appropriate interim advice to CSDMT

Children's Services Health & Safety Team

The appointed health and safety specialist team who will provide appropriate guidance, direction, monitoring and enforcement throughout the Children's Services Department.

Senior Managers

CHILDREN'S SERVICES HEALTH & SAFETY

Responsibility for health and safety management in their own organisations and premises ensuring compliance with corporate policy and Department policy and guidance. They will, as appropriate:

- Disseminate necessary health and safety information to managers and staff
- Assess reports, data and performance and act upon findings
- Implement strategies to address significant safety management issues
- Act upon direction, advice and guidance to meet the Department's health and safety requirements

Responsible Managers

Responsibility for local health and safety management in their premises and/or site. They will ensure that they:

- Develop and periodically review their own local health and safety policy
- Implement the requirements of the policy in so far as is reasonably practicable
- Disseminate health and safety information to all managers and staff as appropriate
- Undertake sensible risk assessment of all significant areas of risk
- Measure local health and safety performance and act upon findings

All Other Staff

Responsibility for following all safe working practices and procedures in accordance with:

- Corporate health and safety policy
- Appropriate Children's Services Department health and safety guidance
- Local health and safety policy requirements
- Health and safety training that is provided to them

They are to act in such a way that their actions or inactions do not cause harm to themselves or others who may be affected. They are to seek advice directly from the Children's Services Health & Safety Team prior to acting should they be unsure of any safe working practices or procedures.

HEALTH & SAFETY ARRANGEMENTS

Safe Working Practices and Procedures

All managers and staff are to act in accordance with corporate policy and the Children Services Department requirements and Safety Guidance Procedures which collectively set out all safe working practices and procedures for the Children's Services Department. They are to follow local safe working practices as set out in premises health and safety policies.

Approval:

Position: **Director of Children's Services & Deputy Chief Executive**

Signed:

Date:

Review date:

Review by: **CSDMT**

Part 1

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

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.

Part 2

ORGANISATION

Employer Responsibility

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

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

Responsible Manager

The responsible manager for the premises is the Head teacher 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 as appropriate

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- Produce, monitor and periodically review all local safety policies and procedures

All Staff (including volunteers)

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

- Supporting the school health and safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting safety concerns to 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 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 head teacher and/or the Children's Services Health & Safety Team as required.

All Teachers & Supervisors

The responsibility of applying local safety procedures on a day-to-day basis rests with the teachers and supervisors. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented. They are to ensure that all new members of staff and volunteers 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.

The Resources Committee

One of the purposes of this governing body committee is to assist in the assessment of safety related matters and provide appropriate support to the head teacher. The committee is to periodically meet to monitor and discuss on-site health and safety performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory. The committee members will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

This committee meet half termly.

Fire Safety Co-ordinator

The caretaker is the fire safety co-ordinator who is the competent person for fire safety on the premises and acts on behalf of the responsible manager. They 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 head teacher and/or the Children's Services Health & Safety Team as required.

Legionella Competent Person

The caretaker is the nominated competent person for Legionella on the premises and acts on behalf of the head teacher to provide the necessary competence to enable Legionella to be managed safely. He is to annually complete the Legionella e-learning course and all training records are to be retained.

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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 head teacher 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 head teacher and/or the Children's Services Health & Safety Team as required.

Asbestos Competent Person

The caretaker is the nominated competent person for asbestos on the premises and acts on behalf of the head teacher 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 will advise the head teacher of any condition or situation relating to asbestos 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 head teacher and/or the Children's Services Health & Safety Team as required.

Accident Investigator

The on-site trained accident investigator is the Deputy head teacher who will lead on all accident investigations in accordance with departmental and corporate procedures.

Part 3	ARRANGEMENTS
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The following arrangements for health and safety have been drawn up following assessments of risk in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Harestock Primary School and are to be used with the school's procedures and policies as listed at the appendices.

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

General arrangements can be summarised as follows:

- Providing and maintaining safe equipment and safe systems of work
- Making arrangements to ensure the safe use, handling, storage and transportation of materials, substances and other articles
- Providing adequate information, instruction, training and supervision to ensure all personnel are aware of their responsibilities & how to carry out their duties safely
- Providing safe places to work with safe access to and exit from them
- Providing a healthy and safe working environment with adequate welfare facilities
- Providing a system for rapidly identifying and effectively dealing with hazards
- Implementing control measures to reduce risks to as low as reasonably practicable
- Providing suitable personal protective equipment (PPE) & clothing where hazardous conditions cannot be eliminated and where PPE is assessed to be the last resort

All personnel have a statutory duty to co-operate in fulfilling the objectives of the school as detailed in the Statement of Intent. Everyone has a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves or to others.

Employees are required to observe special rules and safe working methods that apply to their own work and to report hazards discovered by them immediately upon discovery.

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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, contractors, and the more serious accidents/incidents to children are to be reported and recorded on the HCC Accident/incident reporting form (on line). 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 sheets located in the medical room.

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

The head teacher will ensure that the governing body is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Governing Body via the Resources committee for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

Premises hirers and community users must report all incidents related to unsafe premises or equipment to the caretaker who will report to the head teacher, 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 Administration of Medicines Policy.

Asbestos Management

Asbestos management on site is controlled by the asbestos competent person. The asbestos register as issued by PBRS is located 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 competent person.

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

Child Protection / Safeguarding

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

Community Users & Lettings

The head teacher will ensure that:

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

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- 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

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

- Contractors are to report to the reception upon arrival and sign in (and sign the asbestos register when appropriate) and departure
- All contractors must be issued with the local written contractor induction brief that includes all relevant details of fire safety procedures & local safety arrangements.
- Contractors must comply with the school's safety policies and safe working procedures
- If there are any breaches of safety, then these must be reported to the school head at the earliest opportunity
- All contractors are to be appropriately supervised at all times
- Contractor risk assessments & safe working systems are to be inspected prior to work commencing
- Appropriate supervision will need to be determined dependent upon the type of work, levels of perceived risk and length of time that the work will take to complete

Curriculum Activities

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

The school has a pond. This is fenced off; warning signs displayed and locked when not in use. Adult supervision is compulsory when the pond is in use in accordance to HCC guidelines. The area is regularly maintained.

The school has a Junior trim trail and an Infant area of play equipment. This equipment is inspected as part of the caretaker's normal daily site inspections. If any defects are noted by staff, an item is entered into the maintenance folder for the caretaker's actions. An annual risk assessment is carried out on outdoor play equipment and shared with staff.

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 head teacher 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 at intervals of annually

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- Equipment testing/inspection can only be carried out by a competent person.
- The competent person to be used is reviewed by HCC every three years.
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested
- New equipment must be advised to the head teacher 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 caretaker and attended to as soon as possible.

Defective Equipment

- It is to be removed from use and quarantined immediately and it is to be clearly marked as faulty until its repair or replacement
- A report is to be entered in the on-site Caretaker's maintenance log.

Emergency Procedures

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

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

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

Emergency evacuation procedures

The overall aim is to save lives; therefore evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building. Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point. Fire drills are carried out at least once a term and recorded in the Fire Certificate Log Book which is kept in the school office.

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 head teacher 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 risk assessment is reviewed annually by the fire safety co-ordinator and amended as new hazards or required amendments are identified

First Aid

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

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, 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.

Good Housekeeping

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

- 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 by the caretaker. The premises COSHH assessor acting on behalf of the head teacher is the caretaker.

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. This is to remain locked at all times.

Inspections and Monitoring

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

Routine documented inspections of the premises will be carried out every half term in accordance with the premises monthly inspection schedule. Inspection findings are to be recorded on the locally adapted CS/CSAF-010(A)/09.13/V1.0 School premises Safety Inspection Checklist.

Defects identified during these routine documented inspections are to be immediately reported to the caretaker and head teacher and recorded in the defect book. Any identified high level risks or safety management concerns are to be actioned at the governing body resources 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 determined by H3CS. 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.

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

All lone working is to be approved by the head teacher and is to be carried out in accordance with the premises lone working risk assessment and the local written procedures. The lone working arrangements for staff who may undertake lone working on this site are as follows:

There are many instances where school staff work alone. However this is not to be encouraged.

- All lone working is to be approved by the school head
- Lone working risk assessments are to be carried out prior to any lone working
- The appointed communication link is to be available at all times
- Lone working is to be carried out in accordance with the Lone Working Policy

To reduce risk all staff should:

- Lock doors when alone; close curtains/blinds when it is dark.
- Try and work in pairs, leaving the building together.
- Park cars as close to the access doors as possible.
- Check that external lighting is adequate.
- Let someone know where they are and the expected time of return.
- Ensure that they know how the internal phones can be used to access an external line.
- Ensure that they are familiar with the fire alarm, setting the burglar alarm and securing the building.

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 he/she 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 and the school approved off-site policy.

Physical Intervention

Arrangements regarding physical intervention are set out in the Restrictive Physical Intervention Policy.

Provision of Information

The head teacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are staff meetings, meeting minutes, team meetings, email distribution; signature based receipt of information and INSET training.

Local health and safety advice is available from the school Health & Safety rep and 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 by the offices.

Risk Assessment

General risk assessment management will be co-ordinated by the head teacher 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 assessors on site are the assistant head teacher and the head teacher 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 head teacher or their delegated member of staff prior to implementation (see Offsite visits policy and checklist).

Completed risk assessments are listed in the Risk assessment folder and will be reviewed periodically in accordance with each risk assessment's review date.

Safe Working Procedures

All staff and supervisors must ensure that safe working procedures are developed through:

- Risk assessing the tasks
- Identifying the hazards
- Defining a safe method of work
- Documenting the assessment
- Implementing the safe system of work
- Monitoring the safe system of work
- Reviewing the assessment & method statement

Once developed, safe working procedures must be circulated to protect all personnel working within the school from risks to their health and safety. They must familiarise themselves with laid-down procedures and ensure that personnel under their control are fully aware of these procedures.

Security

Arrangements regarding security are based on the premises security risk assessment. All staff employed by Harestock will photo identification showing their photo and name at all times on the school site.

It is not possible to make a school 100% secure. It is however necessary to take all reasonable precautions.

Access control

All visitors to the school are asked to sign in at the main school office where they will be supplied with a visitor's lanyard. This needs to be returned on departure. This is the responsibility of the School Administration Officer/ Assistant.

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The school gates must be kept closed whenever possible. This is the responsibility of the Caretaker. All boundary fences will be well maintained. This is the responsibility of the Caretaker.

All unknown adults who are not wearing a visitor's lanyard should be challenged as to their reasons for being on the school site. This is the responsibility of all school staff.

Burglar alarm

When the school is not being used the burglar alarm must be set. All users should be familiar with the setting and disarming of the alarm. The caretaker is responsible for inducting relevant school staff in this procedure.

Parent Teacher meetings

It is advisable that when these take place no teacher is separated from other classes i.e. no teacher should feel isolated.

Occasionally parents wish to see teachers at short notice (before/after school). If the teacher feels vulnerable, then he/she should either arrange a separate time/place when another member of staff is available to support them or for the meeting to take place in a more 'public' area e.g. the Library Area.

Smoking

The school has adopted a smoke free environment policy.

- Smoking is not permitted in the school buildings. This applies to after school lettings, weekend events and holidays as well as school hours.
- Smoking is only permitted outside of the school boundary fence/ gates.

This policy will extend beyond the school perimeter when children are travelling on school transport or are involved in outside visits/activities including residential trips.

This policy is enforced by:

- Signs around the school
- Informing candidates for new appointments
- Informing contractors working on site
- Informing other users through the school letting procedure

There should be no smoking by students, staff or visitors in the buildings or on any part of the site at any time.

The use or charging or electronic cigarettes on site is not permitted. Electronic cigarettes should not be charged on site as they represent a fire hazard.

Pupils found in possession of smoking or electronic cigarette paraphernalia will have it confiscated, and stored safely. Parents/Carers may collect the items within 7 days, after which they will be disposed of.

Staff who choose to smoke off site must ensure that they are a sufficient distance from the school so that they are not visible by pupils or visitors.

Support for parents and staff

As part of a whole school approach to smoking, the school will from time to time communicate the benefits of quitting smoking to parents via usual methods of communication and give details of local sources of support to quit.

The school will support local and national initiatives aimed at smoking prevention and cessation and where possible take part in events and activities to encourage parents and carers to quit smoking and create a smoke free environment in the home.

Education and Promotion of Healthy Choices

Pupils will be supported to make healthy choices in relation to smoking through education in PSHE lessons and the general school curriculum. Staff will liaise with relevant agencies such as Hampshire County Council and NHS Stop Smoking Services to stay up to date on issues relating to smoking and teaching resources.

Supervision of Children, before and after school, break and lunchtimes, after-school activities

General points

Teachers are to be available in school for 10 minutes before the start of the morning session i.e. from 8.35 a.m. for supervision as required.

Children must be seen safely out of classrooms and cloakrooms and at the end of afternoon sessions. Teachers are to be available for 10 minutes after school sessions for such activities. Teachers should be on the playground for this time at the end of the day.

All teachers and support staff are expected to share in the supervision of children at mid-morning breaks. Children will have appropriate supervision throughout the school day especially when children are outside of their usual class base.

Break, lunchtimes and before school

At break times children are supervised by teachers and support staff. Yearly rotas are prepared and are available at the start of the term. They are reviewed when necessary.

At lunchtimes children are supervised by lunchtime supervisors. Each supervisor should know the children they are in charge of. This is the responsibility of the Senior Lunchtime Supervisor to maintain a timetable of where lunchtime supervisors are located.

Children are provided with supervision as from 8.35 a.m. before school. Yearly rotas are prepared and are available at the start of the term. They are reviewed when necessary.

After School

An area of risk is the issue of home-school transport. Any child waiting for parents who are late or any child entitled to a taxi and awaiting its arrival must wait in the after school club in the spare classroom off the hall.

Breakfast Club

The person in charge must take a register at the start of the activity. The children are supervised in the Hall between 7.45/8am and 8.35am where they are then dismissed either onto the junior playground or to the Infant playground where the teacher on duty will know of their presence. A risk assessment is completed for the duration of the breakfast club when after eating their breakfast the children quietly read, play or draw, under adult supervision. The school accident book is completed for accidents or first aid requirements.

After School Activities

These are offered by teachers on a purely voluntary basis. Teachers should, in consultation with the Head teacher, ensure that they are confident and competent to engage in the activity that they are offering.

Teachers organising after school activities must ensure that they have parents' permission in writing that their child may attend and that parents are fully aware of the activities.

The teacher must take a register at the start of the activity. The teacher must ensure that the children are safely off the premises after the activity.

After school childcare Club

The person in charge must take a register at the start of the club. Three qualified adults (Mon – Thurs & Two on a Fri) are in attendance. The children are supervised in the after school club base and other rooms when appropriate between 3.15pm and the end of the club where they are then handed over to a responsible adult who collects them after signing the child out. A risk assessment is completed for the duration of the club for relevant activities, art / craft activities / IT activities or outdoor play activities. The school accident book is completed for accidents or first aid requirements. There is a policy in place for what to do in case a responsible person fails to pick up by the end of afterschool club.

Stress & Wellbeing

Harestock 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.

On-site arrangements to monitor, consult and reduce stress situations the stress risk assessment form, access to the employee support line number, a work/life balance is encouraged, only reasonable demands are placed on staff.

Traffic Management

Arrangements regarding on-site traffic safety are that only staff may use the car park or disabled drivers. The school gates are closed from 8.50am – 3.15pm. Children are encouraged to use the zebra crossing to cross the delivery access and not use the main school gate to access the school on foot. The caretaker mans the school main gates from 8.35am – 8.50am when they are then closed.

Hazard	Action taken to reduce risk
Vehicles entering/leaving site.	Notice put by the main entrance gates. Main gates to be kept shut at all times (except when in use) Restrictions on entry to the school by parents at particular times of the school day (in prospectus and in school newsletter from time to time). Caretaker to monitor vehicles entering/leaving. Constraint placed on contractors e.g. building works, site maintenance etc. During major building works protocol agreed with Site Agent and contractors.
Vehicles parking on site.	Main car park. Junior playground only to be used in special circumstances.
Vehicles loading/unloading	Caretaker to be alerted.
Vehicles working on field area	Caretaker to be alerted. At lunchtimes the Senior Lunchtime Supervisor to be alerted. Maintain a safe working distance between machinery and children which is 'fenced' off.

Training

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

The head teacher is responsible for ensuring that all staff are provided with adequate information, instruction and training regarding their safety at work. A training needs analysis will be carried out from which a 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 head teacher 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.

Upkeep of Buildings and Grounds

The school has in place a number of systems to ensure that the buildings and grounds are as safe as possible.

The school has a caretaker who is responsible for a range of actions that involve the upkeep of buildings and grounds.

The school, through HCC, has a number of Service Level Agreements that also involve the upkeep of buildings and grounds.

Each year the school, via the Governing Body Resources Committee, spends part of the school budget on maintaining and improving the school buildings and grounds.

There are also a number of groups who meet on a regular basis whose remit includes monitoring the upkeep of buildings and grounds:

- ❖ Governing Body Resources Committee (minutes kept)
- ❖ The Headteacher and caretaker
- ❖ The School Council (minutes kept)

Violent Incidents

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

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. These are filed in the admin office and sent to HCC via an online reporting tool.

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 be provided with a leaflet and a colour coded lanyard which must be worn at all times.

- It is the duty of all of the personnel within the school to ensure the health and safety of all visitors
- All visitors must sign into the school at reception and sign out again when leaving
- No visitors are allowed into school without gaining permission from the reception staff
- Visitors are to be accompanied to their destination as appropriate
- Appropriate personnel are to be made aware of visitors to the school

Work at Height

Work at height is always to be undertaken in accordance with the Corporate policy on Work at Height. At Harestock 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.

CHILDREN'S SERVICES HEALTH & SAFETY

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

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

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

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

APPENDICES

1. Emergency Evacuation Plan
2. Fire Safety Manual
3. First Aid Policy
4. Traffic Management Plan

Arrangements for monitoring and reviewing of policies

The policy will be reviewed two years. This is the responsibility of the Governing Body Resources Committee.

All staff have a responsibility for monitoring the policy. However, particular responsibility lies with the Head teacher, the Health and Safety Representative, the caretaker and the Governing Body Resources Committee

There are, though, some fairly basic procedures that can be monitored more specifically: -

Review accident reports/statistics, review complaints/hazard reports from staff and pupils; review staff sickness statistics