

# Stockbridge Primary & Pre-School



## Policy for Health & Safety

|             |                                                                                      |
|-------------|--------------------------------------------------------------------------------------|
| Approved by | FGB                                                                                  |
| Approved on | September 2025                                                                       |
| Review date | September 2026                                                                       |
| Headteacher |  |

Signed...Steve Dunn..... Role...H&S Gov...  
Ownership: FGB

## CONTENTS

### STATEMENT OF INTENT

|            |   |
|------------|---|
| Aims ..... | 3 |
|------------|---|

### ORGANISATION

|                                            |   |
|--------------------------------------------|---|
| Employer responsibility.....               | 4 |
| Responsible manager .....                  | 4 |
| All staff (including volunteers).....      | 4 |
| Caretaker .....                            | 4 |
| Safety Committee .....                     | 5 |
| Fire Safety Co-ordinator.....              | 5 |
| Facilities management trained staff.....   | 5 |
| H&S representative .....                   | 5 |
| Legionella Competent person .....          | 6 |
| Asbestos nominated responsible person..... | 6 |
| Accident investigator.....                 | 6 |

### ARRANGEMENTS

|                                                     |    |
|-----------------------------------------------------|----|
| Accident/Incident reporting and investigation ..... | 7  |
| Asbestos management.....                            | 7  |
| Community users/lettings.....                       | 8  |
| Contractors on site .....                           | 8  |
| Curriculum activities .....                         | 9  |
| Display Screen Equipment.....                       | 9  |
| Dogs on site.....                                   | 9  |
| Electrical equipment.....                           | 9  |
| Emergency procedures.....                           | 9  |
| Fire safety .....                                   | 10 |
| First Aid .....                                     | 10 |
| General equipment .....                             | 10 |
| Good housekeeping.....                              | 11 |
| Hazardous substances .....                          | 11 |
| Inspections & monitoring .....                      | 11 |
| Kitchens .....                                      | 12 |
| Legionella management.....                          | 12 |
| Lone working.....                                   | 12 |
| Minibuses .....                                     | 12 |
| Moving & handling.....                              | 13 |
| Off-site activities .....                           | 13 |
| Provision of information .....                      | 13 |
| Risk assessment.....                                | 13 |
| Smoking .....                                       | 14 |
| Stress & wellbeing.....                             | 14 |
| Traffic management.....                             | 14 |
| Training .....                                      | 14 |
| Violent incidents .....                             | 15 |
| Visitors .....                                      | 15 |
| Vulnerable persons .....                            | 15 |
| Work at height .....                                | 15 |

# HEALTH AND SAFETY POLICY

Date of issue: September 2025      Date of review: September 2026

Emma Jefferies, Headteacher is the nominated 'Responsible Manager'

Signature of Responsible Manager



Chair of Governors: Steven Dunn

Signature.....

## 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.

## **ORGANISATION**

### **Employer Responsibility**

The overall responsibility for health and safety at Stockbridge Primary & Pre-School is held by Hampshire County Council who will:

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

The employer will:

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

### **Responsible Manager**

The responsible manager for the premises is Emma Jefferies, Headteacher, who will act to:

- Ensure the school adopts the employer's policies and procedures
- Develop a safety culture throughout the school
- Consult employee and provide information, training, and instruction so that employees are able to perform their various tasks safely and effectively
- Consult and work with recognised Trade Union Safety Representatives/employee representatives and safety committees
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are conducted
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure employees are aware of their health and safety responsibilities
- Periodically update governing bodies/partnerships as appropriate
- Produce, monitor, and periodically review all local safety policies and procedures

### **All Employees (including Teachers, Support Staff, Site Staff, and volunteers)**

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

- Supporting the school's health and safety arrangements
- Ensuring their own work area 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. She is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices.

## CHILDREN'S SERVICES HEALTH & SAFETY

She is to work within their level of competence and seek appropriate guidance and direction from the headteacher/responsible manager and/or the Children's Services Health & Safety Team as required.

### Safety Committee

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

The Safety committee consists of the headteacher, caretaker, admin officer and two governors who hold meetings every half term and have apportioned checks between governors across the year as follows:

|          |                     |
|----------|---------------------|
| Autumn 1 | Induction           |
| Autumn 2 | Legionella & COSHH  |
| Spring 1 | Fire                |
| Spring 2 | Risk assessments    |
| Summer 1 | Training            |
| Summer 2 | Accidents/first aid |

### Governors

The Health & Safety Governor responsible for the premises is Steve Dunn. The H&S Governor will:

- Ensure that HCC Health & Safety policy is enacted
- Ensure that safety is effectively managed in schools and that there are processes in place to evaluate the effectiveness of the H&S arrangements
- Ensure that the schools' H&S 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 on Health and Safety where there is a significant implication in terms of cost.
- Make decisions on Health and Safety standards to be included in contract specifications when they have responsibility for awarding their own contracts.
- Comply with any directions given by Hampshire County Council concerning Health and Safety.
- Promote wellbeing for staff and pupils in terms of their physical, mental and emotional wellbeing.
- Contribute to the schools Health and Safety culture.

| Accident Investigator                                                                                                                                |                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| The Accident investigator is:                                                                                                                        | Emma Jefferies<br><b>Steve Dunn is also trained in accident investigation.</b> |
| The Accident Investigator will attend accident investigator training every 3 years.                                                                  |                                                                                |
| The on-site trained accident investigator will lead on all on site accident investigations in accordance with departmental and corporate procedures. |                                                                                |

## CHILDREN'S SERVICES HEALTH & SAFETY

### Asbestos Nominated Responsible Person

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| The Nominated Responsible Person (NRP) for Asbestos is:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Philippa Gilligan |
| The NRP will attend the Hampshire Scientific Services Asbestos awareness taught course on appointment. They will also complete the Asbestos e-learning course annually.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                   |
| <p>The NRP will act on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely in accordance with the Corporate Procedure.</p> <p>The NRP will ensure that all employees have a reasonable awareness of asbestos management and dangers, that appropriate staff are competent in the use of the asbestos register, and that asbestos is managed in accordance with departmental and corporate requirements. They will advise the Headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users.</p> <p>They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health &amp; Safety Team as required.</p> |                   |

### COSHH Assessor

|                                                                                                                                                                                                                                                                                                                                                                                          |                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| The COSHH Assessor is:                                                                                                                                                                                                                                                                                                                                                                   | Philippa Gilligan |
| The COSHH Assessor will attend the COSHH assessor training course every 3 years.                                                                                                                                                                                                                                                                                                         |                   |
| <p>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 &amp; Safety Team as required.</p> <p>At least one other person in school will be COSHH risk assessed also.</p> |                   |

### DSE Assessor

|                                                                                                                                                                      |               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| The DSE Assessor is:                                                                                                                                                 | Debbie Spayes |
| 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. |               |

### Facilities Management Trained Staff

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| The Facilities Manager for the premises is:                                                                                                                                                                                                                                                                                                                                                                                                                                    | Philippa Gilligan |
| The Facilities Manager will attend the Safety Awareness for Facilities Managers training course every 3 years.                                                                                                                                                                                                                                                                                                                                                                 |                   |
| <p>The facilities management trained employee is the competent person for the overall management of school premises and facilities, and acts on behalf of the Responsible Manager. They are responsible for the local management and completion of day-to-day premises tasks.</p> <p>They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health &amp; Safety Team as required.</p> |                   |

## CHILDREN'S SERVICES HEALTH & SAFETY

### Fire Safety Co-ordinator

|                                        |                   |
|----------------------------------------|-------------------|
| The Fire Safety Co-ordinator (FSC) is: | Philippa Gilligan |
|----------------------------------------|-------------------|

The Fire Safety Co-ordinator will attend the Fire Risk Assessment Principals and Practice training course every 3 years.

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

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

### On-Site Health & Safety Co-ordinator/Officer

|                          |                   |
|--------------------------|-------------------|
| The H&S Co-ordinator is: | Philippa Gilligan |
|--------------------------|-------------------|

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

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

### Health & Safety Representative

|                            |               |
|----------------------------|---------------|
| The H&S Representative is: | Debbie Spayes |
|----------------------------|---------------|

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

### Legionella Nominated Responsible Person

|                                                           |                   |
|-----------------------------------------------------------|-------------------|
| The Nominated Responsible Person (NRP) for Legionella is: | Philippa Gilligan |
|-----------------------------------------------------------|-------------------|

The NRP will complete the Legionella e-learning course annually.

The Nominated Responsible Person for Legionella on the premises acts on behalf of the Headteacher to provide the necessary competence to enable Legionella to be managed safely. The NRP will ensure that all periodic and exceptional recording, flushing, cleaning, and general legionella management tasks, are correctly completed and recorded in accordance with departmental and corporate requirements. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or Property Services as required.

### Risk Assessor

|                       |                                             |
|-----------------------|---------------------------------------------|
| The Risk Assessor is: | <i>Philippa Gilligan and Emma Jefferies</i> |
|-----------------------|---------------------------------------------|

## CHILDREN'S SERVICES HEALTH & SAFETY

|                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The Risk Assessor will attend Risk Assessor training every 3 years.                                                                                                               |
| The Risk Assessor acts of 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. |

### Work at Height

|                                                                                                                                                                                   |                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| The competent person for work at height on the premises is:                                                                                                                       | <i>Philippa Gilligan</i> |
| They will attend the Caretaking Support Service Ladder & Stepladder Safety course every 3 years.                                                                                  |                          |
| The competent person for working at height acts on behalf of the Headteacher and will ensure work at height is carried out safely.                                                |                          |
| They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required. |                          |

### Site Safety Trained Staff *(add to, or amend as appropriate)*

|                                                                                                                                                                                                                                                                  |                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <b>The Site Safety Manager for the premises is:</b>                                                                                                                                                                                                              | <i>Philippa Gilligan</i> |
| They will attend the Safety Awareness for Facilities Managers training course every 3 years.                                                                                                                                                                     |                          |
| The site safety trained employee is the competent person for the overall management of school premises and facilities, and acts on behalf of the Responsible Manager. They are responsible for the local management and completion of day-to-day premises tasks. |                          |
| They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.                                                                                |                          |
|                                                                                                                                                                                                                                                                  |                          |

## **ARRANGEMENTS**

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Stockbridge Primary & Pre-School and are to be used alongside other current 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 (on line or via the paper version stored in the H&S folder 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 in the minor accident book located in the right hand side, top drawer in the medical room.

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

The headteacher 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 Safety Committee on a termly basis 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 Caretaker or Responsible manager, 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 however a record of their investigation and reporting is to be passed to the Responsible Manager on a half termly basis.

### **Asbestos Management**

Asbestos management on site is controlled by the Nominated Responsible Person. The asbestos register as issued by the Asbestos Team is located at the front desk in the HCC asbestos folder 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.

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

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

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

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

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

### Community Users/Lettings/Extended Services

The headteacher will ensure that:

- Third parties and other extended service users operate under/within hire agreements
- A risk assessment for the activity is completed and shared with all relevant parties
- The 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

The school has a separate lettings policy with additional documentation relating to basic insurance and safeguarding requirements and should be read in conjunction with this policy.

### 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 frame work 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 School office where they will be asked to sign the visitors book and asbestos register, and will then be briefed on safety aspects and organisational, routine information by either the caretaker, Responsible Manager or a person nominated in their absence. All contractors must be issued with the local written contractor induction brief that includes all relevant details of fire safety procedures & local safety arrangements.

All employees are responsible for monitoring work areas and providing appropriate supervision, moreso where the contractor's work may directly affect staff and pupils on the premises.

### Curriculum Activities

The curriculum leads for the school are:

|                                 |                       |
|---------------------------------|-----------------------|
| Art                             | <i>Whole team</i>     |
| Design and Technology           | <i>Emma Jefferies</i> |
| Science                         | <i>Whole team</i>     |
| P.E.                            | <i>Laura Morris</i>   |
| Educational Visits Co-ordinator | <i>Shayla Hughes</i>  |

CPD in these subjects is allocated on a needs basis. Some of the CPD is to the whole staff, other training which is specific and can be delegated to one person is targeted.

The curriculum lead/s will act on behalf of the Headteacher to provide the necessary competence to enable curriculum subjects to be carried safely and in accordance with the requirements and best practice.

They will ensure that all employees have a reasonable awareness the hazards and the control measures in place. They will advise the Headteacher of any condition or situation which may affect the safety of any premises users.

They will use the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and Hampshire County Council.

### Display Screen Equipment

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

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

### Dogs on site

We do not have a school dog and dogs are not allowed on the school premises. Where families walk to school with a dog, they are requested to tie their dog to the railings inside the car park which is closed to all pedestrians during drop off and pick up times.

### Electrical Equipment

The responsible manager/headteacher will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- 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 annual intervals.
- Equipment testing/inspection can only be carried out by a competent person.
- The competent person to be used is Philippa Gilligan who is PAT test trained

## **CHILDREN'S SERVICES HEALTH & SAFETY**

- Personal electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested
- New equipment must be advised to the responsible manager/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 Philippa Gilligan, Caretaker, and attended to as soon as possible.

### **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.

Personal Emergency Evacuation Plans will be completed and reviewed for any vulnerable persons to ensure provision of 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 manager/headteacher will ensure through the fire safety co-ordinator that:

- All employees complete the mandatory fire safety induction e-learning course every year
- Fire safety information is provided to all employees at induction and periodically thereafter
- Fire evacuation procedures, fire safety training and fire equipment inspection and testing are carried out in accordance with corporate guidance and the premises fire safety manual
- The fire manual is reviewed annually by the Fire Safety Co-ordinator, the Headteacher, and Governors making the necessary amendments
- Information from the fire risk assessment is shared with employees annually

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

### **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 in the staff room and medical room.

A First Aid Needs Assessment will be carried out to determine the level of first aid provision required and is completed by the Headteacher annually in January each year.

First aid provision will be regularly monitored and equipment checks recorded, this is done by the administrative assistant.

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 Property Services arrangements, or as locally arranged.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

### Glazing

Glass and glazing on site have been surveyed by Property Services and risk assessed by the school to ensure that there is suitable safety glass in the area which the glazing is located, this includes taking into account the activities undertaken and types of children at the school. The survey and assessment are kept electronically in the Health & Safety folder on the school server and is reviewed and updated annually or when there are changes to the premises.

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

### Hot water and hot surfaces

Arrangements for the managing of hot water and hot surfaces have been put into place to protect, students, staff and members of the public. The hazards have been identified and recorded in 002 Premises risk assessment.

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

The control measures include:

- Clearly marking hot water sources
- Only allowing children to access temperature controlled hot water unsupervised.

Hot pipes and surfaces being largely covered with furniture to prevent access.

### Housekeeping and hygiene

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

- All corridors and passageways kept free from obstruction
- Shelves in storerooms and cupboards stacked neatly and not overloaded
- Floors kept clean, dry, and free from slip and trip hazards
- Emergency exits, and fire doors not obstructed in any way
- Supplies stored safely in their correct locations
- Rubbish and litter cleaned and removed at the end of each working day
- Poor housekeeping or poor hygiene conditions reported – the near misses book, caretakers communication book and cleaner's communication book are appropriate places to record any poor conditions and these are checked at the fortnightly caretaking team meetings.

### Hazardous substances (COSHH)

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

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

## CHILDREN'S SERVICES HEALTH & SAFETY

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

All hazardous substances are stored appropriately in locked and clearly labelled stores in accordance with the relevant safety data sheets.

Hazardous substances are stored as per their individual risk assessments. The main COSHH store is the locked caretakers and cleaner's cupboards in the girl's toilets.

### Inspections and Monitoring

It is the responsibility of all employees to monitor the condition of their workplace throughout the day. Monitoring and inspections of individual departments is carried out by Department Heads and/or the subject teachers as nominated by the Headteacher.

Periodic documented inspections of the premises will be carried out every *half term* in accordance with the premises inspection schedule. Inspection findings will be recorded on the locally adapted Premises Safety Inspection Checklist kept on the server and a paper version will be kept in the headteacher's office and admin office.

All defects identified must be reported to the *Caretaker* and recorded in the orange book for the Caretaker kept in the main school office. Any identified high-level risks or safety management concerns will be addressed/actioned at the weekly meeting between the caretaker, admin officer and headteacher and raised at the safety committee which meets termly.

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

### Kitchens

The main kitchen area is only to be used by authorised staff and Clubhouse trained staff in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is managed by HC3S who uses the HCC term contractor for any works. The same procedures apply for managing contractors and this responsibility for briefing them lies with the school. 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 for example the children's kitchen and staff room prep and cooking area are managed by the school.

Safe working procedures and authorised access for other kitchen areas, canteens, food preparation areas are detailed in the briefing for contractors mentioned in the 'managing contractors' section. 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 Hampshire County Council corporate procedure. They will:

- Record sentinel point temperatures on the online reporting system

- Regularly flush unused outlets
- Report any alterations to the water system
- Undertake descaling and disinfection

### 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
- Where it cannot be avoided
- Following risk assessment

The lone working arrangements for staff who may undertake lone working on this site are further detailed in the lone working risk assessment, available on the school server in the Health & Safety, risk assessment folder.

### Minibuses

All minibus drivers must have completed MIDAS training and hold a current MIDAS certificate, prior to being permitted to drive minibuses. The MIDAS approved drivers in school are currently Emma Jefferies, Debbie Spayes, Caroline Thomas and Natalie Holdich.

Minibuses will be fit for purpose and in safe condition. Drivers will complete and record pre-use checks before every journey. Minibuses will be inspected and serviced within the timeframes required for the vehicle and its age.

### Moving and Handling

All employees will complete the moving and handling e-learning course every year without exception.

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

The Caretaker is expected to undertake regular physical work which would typically include regular moving and handling; therefore, they will attend a formal moving and handling course specific to the work requirements.

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

### New and expectant mothers

When notified that a member of staff is pregnant the school will undertake a risk assessment for that individual. This will be undertaken by their Line Manager, the individual and approved by the Headteacher.

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

Should a member of staff experience miscarriage or stillbirth, they will be granted time off as per HR policies and a risk assessment undertaken before they return to work.

### Off-site Activities

Arrangements regarding off-site activities are managed in accordance with the Outdoor Education Service's procedures and guidance and further detailed in the 'Educational Visits policy which should be read in conjunction with this policy.

### Provision of Information

The responsible manager/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:

- *staff meetings,*
- *meeting minutes,*
- *email distribution,*
- *signature based receipt of information)*
- *update on the staff room board*
- *posted on the virtual staff room on Google Classroom*
- *policies folder and up to date ones in folders attached to the staffroom noticeboard*

Visitors and Contractors are provided with Health and Safety Information on arrival by the office team and through volunteer or contractor induction.

The Health & Safety Law poster is displayed in the staff room above the Health & Safety noticeboard.

Local health and safety advice is available from Philippa Gilligan or Emma Jefferies and the Children's Services Health & Safety Team can provide both general and specialist advice.

### Risk Assessment

General risk assessment management will be co-ordinated by Emma Jefferies accordance with guidance contained in the Children's Services Risk Assessment Guidance Procedure.

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 who are Philippa Gilligan, Emma Jefferies and Debbie Spayes, 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 responsible manager/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 or outside gates allowing access to the school.

### Stress & Wellbeing

## **CHILDREN'S SERVICES HEALTH & SAFETY**

Stockbridge Primary & Pre-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 include access for teachers to the employee support line provided by HCC.

### **Traffic Management**

Arrangements regarding on-site traffic safety are based on the findings from the traffic on site checklist and are set out in the Traffic on site risk assessment.

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

### **Training**

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the New Staff or Volunteer Induction Checklist.

The headteacher will ensure 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 employees 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
- Relevant annual e-learning courses to meet mandatory corporate learning requirements
- Periodic refresher training that will not exceed three yearly intervals

Training records are held by Debbie Spayes in the school office, 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.

### **Transport – driving for work**

In accordance with the Corporate Procedure - Driving for Work the school will risk assess staff driving for work purposes and when this should be undertaken.

Any member of staff that does need to drive for work purpose must be fit to drive and:

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

Records of checks will be kept with the admin team in the school office.

### **Transport – traffic management**

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

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

A copy of which is held on the server in:  
Health & Safety folder – Risk assessment

Arrangements will be shared with employees and relevant third parties.

### Violent Incidents

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Stockbridge Primary & Pre-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 Designated Safeguarding Lead in line with our child protection and safeguarding policy.

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 be asked to sign in using the Sing In app, be issued with a school visitor lanyard and briefed on H&S information including whether we have a fire drill organised for the day and where the meeting point is.

### Vulnerable Persons

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

### Work equipment and lifting equipment (LOLER)

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

All employees will check work equipment prior to use. Any defective or suspected defective equipment must be removed from use, reported to Emma Jefferies 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 policy on Work at Height. At Stockbridge Primary & Pre-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.

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

Staff will not be permitted to work on roofs, unless there is suitable edge protection,-safe access arrangements and they have undertaken specific training to do so.

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

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

### RELATED POLICIES AND PROCEDURES:

- A. Emergency Evacuation Plan
- B. Fire Safety Manual
- C. First Aid Policy
- D. Traffic Management Plan