



HEALTH AND SAFETY POLICY

NAME OF SCHOOL	STANMORE PRIMARY SCHOOL
DATE OF POLICY ISSUE	February 2024
DATE OF POLICY REVIEW	February 2025
NAME OF RESPONSIBLE MANAGER/HEADTEACHER	Mrs Sharon Taylor

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 partners, 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 & welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for staff/pupils/visitors
- 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

The overall responsibility for health and safety at Stanmore Primary School is shared by the governing body and 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 and arrangements
- Periodically monitor and review local health and safety arrangements

The Headteacher 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 staff are aware of their responsibilities
- Make operational decisions regarding health & 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
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Periodically update governing body
- Produce, monitor and periodically review local safety policies & procedures
- Manage, advise and co-ordinate local safety matters

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's health & safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health & safety arrangements or misusing equipment
- Complying with 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

The Site Manager

The Site Manager is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the Headteacher. He is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. He is to work within his level of competence and seek appropriate guidance and direction from the Headteacher.

SLT and Teachers

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

Resources Committee

The Resources Committee will assist in the assessment of safety related matters and provide appropriate support to the Headteacher. It will include a standard item on Health and Safety on each Agenda; It will appoint a Health and Safety Governor who will co-ordinate half termly site inspections, Audits of Health and Safety and Fire Safety Arrangements annually and report generally to the Resources Committee. Staff will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk-related matters under the Health and Safety standing item at weekly staff meetings.

Fire Safety Co-ordinator

The Headteacher will appoint 2 Fire Safety Coordinators (Site Manager and Admin Officer), their names will be displayed on the H & S Notice Board and act on behalf of the Headteacher. They will attend the fire safety co-ordinator training course and refresh their 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-ordinators are to work within their level of competence and seek appropriate guidance and direction from the Headteacher as required.

Health and Safety Representative

The Headteacher will appoint the premises Health and Safety Representatives and their names will be displayed on the H & S Notice Board, they 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 carry out the health and safety duties appropriate to their role in accordance with the current guidance and legislative requirements.

Legionella Competent Person

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

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded with departmental and corporate requirements. He will advise the Headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users. He is to work within his level of competence and seek appropriate guidance and direction from the Headteacher.

Asbestos Competent Person

The Site Manager is the nominated competent person for Asbestos on the premises and acts on behalf of the Headteacher to provide the necessary competence to enable Asbestos to be managed safely.

Accident Investigator

The on-site trained accident investigator is the Site Manager, who will lead on all accident investigations in accordance with departmental and corporate procedures.

Part 3 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 Stanmore Primary School and are to be used alongside other current school's procedures and policies.

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

Accident/Incident Reporting & Investigation

The on-site management, reporting and investigation of accidents, incidents and near misses is carried out in accordance with departmental and corporate policy requirements. Any accident, incident or injury involving staff, visitors or contractors, and the more serious accidents/incidents to children are to be reported and recorded in the HCC Accident/incident reporting form held in the school office and also available online. This form will then be added to the online system as soon as practical by the Admin Officer. A copy of the completed online form is then automatically

forwarded to the Children's Services Health & Safety Team and the person reporting the incident. The manager will receive an electronic 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 underlying causes of the accident so as to be able to implement appropriate measure to prevent reoccurrence. Minor accidents to pupils are to be recorded in the minor accident books kept in the school office. The more serious accidents that are notifiable to the Health & Safety Executive (HSE) will be notified to the Children's Services Health & Safety Team for them to report. A copy of the form will then be created by CSHST and sent to the HSE. The headteacher will ensure that the governing body/partnership/senior management is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the administrative team and monitored for trend in order that repetitive causal factors may be identified to prevent reoccurrences. Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the unit/centre/school/premises staff, who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

Administration of Medicines

Arrangements regarding medicines are set out in the Administering of Medication Policy.

Asbestos Management

The asbestos register as issued by Property Services is located in the school 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 Property Services in order that the asbestos register may be updated accordingly.

Child Protection

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

Community Users/Lettings/Extended Services

The Site Manager and Headteacher will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and 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 normally 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 corporate procedure for managing contractors is to be used to determine competence of contractors who will

require adequate risk assessments to demonstrate their safe working practices for specific work being undertaken.

All contractors must report to the school office where they will be asked to sign in using the school's sign in procedure: Libresoft and asbestos register. All contractors must be issued with the local written contractor induction brief that includes all relevant details of fire safety procedures and local safety arrangements.

Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out 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. Teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their lessons of the curriculum is managed safely following the appropriate guidance.

Display Screen Equipment

All users must complete the display screen equipment e-learning course every year without exception. All users must carry out periodic workstation assessments. This training can be found on the Learning Zone. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

Electrical Equipment

The site manager 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 and immediately taken out of use until repaired
- All portable electrical equipment is inspected/tested annually or as required.
- Equipment testing/inspection is only carried out by a competent person.
- Connected private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been PAT tested.
- New equipment must be advised to the Site Manager 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 Site Manager and attended to as soon as possible.

Emergency Procedures

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school's 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 read 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.

Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Manual. The Site Manager, as fire safety co-ordinator, is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site. The Headteacher will ensure through the fire safety co-ordinator that:

- All staff complete the mandatory fire safety induction e-learning course every year
- 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 and recorded as a hard copy.
- 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 should not 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, lifting equipment, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors as provided by the term contractor under the corporate procedure for contractors, 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 Site Manager. 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. 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 premises defect book and reported to the Site Manager.

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 Termly Premises Safety Inspection Checklist.

Defects identified during these routine documented inspections are to be immediately reported to the Site Manager and recorded in the Inspection checklist. Any identified high-level risks or safety management concerns are to be notified to the Resources Committee.

Periodic detailed inspections of the premises' safety management system will be carried out every year by the members of the Resources Committee. These documented inspections will examine all areas of the safety management system and will be carried out using the locally adapted Annual H&S Inspection Checklist.

Kitchens

The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is controlled by HC3S Hampshire County Council Catering Service. 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. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained online on records for buildings for auditing purposes.

Lone Working

All lone working is to be approved by the headteacher and is to be carried out in accordance with the premises lone working risk assessment.

The lone working arrangements for staff who may undertake lone working on this site are:

- If possible arrange with colleagues to be on premises at the same time
- Lone working risk assessments are to be carried out prior to any lone working
- Ensure a family member or a friend is aware of location and duration of stay
- On arrival ensure front entrance door is locked (so public cannot access)
- A telephone for use in emergencies is to be available at all times
- Do not carry out any work at height
- When leaving the premises make sure you have made contact with friend/family member and report safe return

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 Site Manager is expected to undertake regular physical work which would typically include significant moving and handling, so therefore he 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 Stanmore Primary Schools' Off-Site Activities Guidelines.

Physical Intervention

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

Provision of Information

- The Headteacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. This will be through staff memos, signature-based receipt of information, staff meetings and advice displayed on the Health and Safety notice board.
- Local health and safety advice is available from the Admin Officer and the Children's Services Health & Safety Team can provide both general and specialist advice.
- The Health and Safety Law poster is displayed on the Health and Safety Noticeboard outside the Staff Room.

Risk Assessment

- General risk assessment management will be co-ordinated by the H & S Representatives and the Site Manager in accordance with guidance contained in the Children's Services Safety 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 will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.
- All risk assessments and associated control measures are to be approved by the Headteacher or their delegated member of staff prior to implementation.
- Completed risk assessments are listed in the Risk Register and will be reviewed periodically in accordance with each risk assessment's review date.

Security

Arrangements regarding security are based on the premises security risk assessment and are set out in the on-site security policy & procedures which include emergency unlock routines.

Smoking

Smoking and Vaping is not permitted on the premises.

Stress & Wellbeing

Stanmore Primary School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and 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 are managed through consultation with staff and by common control measures listed in local guidance. Wellbeing is promoted in various ways.

Traffic Management

Arrangements regarding on-site traffic safety are based on the premises traffic risk assessment and plan

Training

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

The Headteacher is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. A training needs analysis will be carried out from which a comprehensive health and safety training plan will be developed and maintained to ensure health and safety training is effectively managed for all staff who require it.

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

- Induction training regarding all the requirements of this health and safety policy
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals
- Appropriate annual e-learning courses to meet HCC mandatory corporate training requirements

Training records are held by the Senior Admin Officer who is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

Violent Incidents

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Stanmore 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. Violent and aggressive incidents are to be reported using Violent Incident Report (VIR) Form in accordance with Children's Services Safety Guidance Procedure and given to the Headteacher.

Visitors

All visitors must initially report to the main reception where they will be directed to sign into Libresoft where the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident is read, signed and understood.

Visitors to the premises must sign into school at reception and sign out again when leaving. Visitors will be asked to wear a lanyard. Visitors are to be accompanied to their destination as appropriate and are not permitted to enter unauthorised areas of the school.

Work at Height Work at height is always to be undertaken in accordance with the Children's Services Safety Guidance Procedure. At Stanmore Primary School general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The competent person for work at height on the premises is the Site Manager who has attended the Caretaker Support Service Ladder & Stepladder Safety half-day course. 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 step ladder training module
- Provide stepladder and steps training to staff using the Children's Services Stepladder & Steps Safety user training presentation
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use

The competent person for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

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

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be as per the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have received training from the ladder and stepladder competent person
- Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder & Stepladder Safety half-day course within every three years
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment.

