# Health & Safety Policy

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| Signature of Headteacher: | |
| Signature of Chair of Governors approving this policy: | |
| Changes Made: | |
| Checked against Hampshire's model policy – last updated Oct 2025<br>Addition to Employers Responsibility Page 2<br>Additions made to Responsible manger Page 3<br>Safety Committee Name change Page 4<br>Addition: Health & Safety Governor's responsibilities Page 5<br>Amendment to Accident & Incident investigator Page 5<br>Addition: Driving for Work Page 11 & 12<br>Addition: Hot water & Hot Surfaces Page 15<br>Amended: Inspections & Monitoring Page 15<br>Kitchen user change Page 16<br>Addition: New & Expectant Mothers Page 16<br>Training Records amendment Page 18 | |

**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 Oliver's Battery Primary and Nursery School is held by *Hampshire County Council* who will:

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

### Responsible Manager

The responsible manager for the premises is **Miss Sarah Vittle, Headteacher** who will act to:

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

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

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

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

**Site Manager**

The site manager, Mr Mike King, is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the responsible manager. He is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. The Site Manager is to work within their level of competence and seek appropriate guidance and direction from the Headteacher and the Children's Services Health & Safety Team as required.

**All Teachers & Supervisors**

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

**Safety Committee**

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

<u>The safety committee consists of site manager and one governor (Malcolm Robinson) and they meet termly.</u>

**The Health and Safety Governor** responsible for the premises is Malcolm Robinson.
The H & S Governor will:
Ensure that Hampshire County Council's Health and Safety Policy is enacted.
Ensure that safety is effectively managed in school and that there are processes in place to evaluate the effectiveness of Health and Safety arrangements.
Ensure that the school's Health and Safety policy is formally reviewed and signed off annually or when there are any changes 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 specification when they have responsibility for awarding their own contracts.
Comply with 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 school's Health and Safety culture.

**Accident Investigator**
The on-site trained accident investigators are the Headteacher and site manager working with the Business manager (Simon Sleeman) who will lead on all accident investigations in accordance with departmental and corporate procedures. The Accident Investigator will attend accident investigator training every 3 years.

**Asbestos Nominated Responsible Person**
The site manager is the nominated responsible 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. He is to annually complete the asbestos e-learning course and all training records are to be retained.

The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. He is to ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental

and corporate requirements. He will advise the headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. He/she is to work within their level of competence and seek appropriate guidance and direction from the responsible manager/head teacher and/or the Children's Services Health & Safety Team as required.

**COSHH Assessor**

The COSHH Assessor is the site manager. The COSHH Assessor will attend the COSHH assessor training course every 3 years. The COSHH Assessor is the competent person for the assessment of all the hazardous substances on the premises. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

**DSE Assessor**

The DSE Assessor is: Mr Simon Sleeman. 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 (Site Safety Trained Staff)**

The Facilities Manager for the premises is the site manager.
The Facilities Manager will attend the Introduction to Site Safety training course every 3 years.

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

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

**Fire Safety Co-ordinator**

The site manager is the fire safety co-ordinator who is the competent person for fire safety on the premises and acts on behalf of the responsible manager. He is to attend the fire safety co-ordinator training course and refresh this training every three years. The fire safety co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the headteacher and Children's Services Health & Safety Team and Property Service Fire Team as required.

**On-Site Health & Safety Co-ordinator/Officer**
The H&S Co-ordinator is the site manager.
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 the site manager.
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 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 in accordance 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. The Site Manager is to work within their level of competence and seek appropriate guidance and direction from the Children's Services Health & Safety Team as required.

**Risk Assessor**
The Risk Assessor is the site manager.
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 the site manager.
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.

## 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 Oliver's Battery Primary and Nursery School and are to be used alongside other current school 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 the Governing Body's 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)

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 medical file located in the school office.

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 reviewing the school files for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences. The governing body should be regularly updated on monitoring and any trends identified.

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the school 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.

**Supporting Pupils with Medical Conditions**

Arrangements regarding medicines are set out in the Supporting Pupils with Medical Conditions Policy.

**Asbestos Management**

Asbestos management on site is controlled Nominated Responsible Person (NRP) for Asbestos. The asbestos register as issued by PBRS 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.

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

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

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

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

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

**Child Protection**

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

**Community Users/Lettings/Extended Services**

The headteacher will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed using RATF-047A or RATF-047B
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

**Contractors on Site**

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

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

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

**Curriculum Activities**

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

**Display Screen Equipment**

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

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

**Driving for Work**

The school recognises that some employees may be required to drive as part of their duties, including attending training courses, meetings, educational visits, sporting events, and transporting pupils where authorised and appropriate safeguarding arrangements are in place. Where employees use their own private vehicles for work-related journeys, they are responsible for ensuring that their vehicle is roadworthy, legally compliant and suitable for the intended journey.

Responsibilities of Employees.

Employees who drive on school business must:

Hold a current and valid driving license appropriate for the vehicle being driven.

Inform the school immediately of any driving convictions, disqualifications, medical conditions, or other circumstances that may affect their ability to drive safely.

Ensure that their vehicle has:
A valid MOT certificate. (Where legally required).
Current road tax
Appropriate insurance cover that includes business use.
Regular servicing and maintenance in accordance with the manufacturer's recommendations.
Ensure that they are physically and mentally fit to drive and are not suffering from fatigue, illness, injury or any condition that could impair their driving ability.
Comply with all road traffic laws and regulations.
Plan journeys appropriately and allow sufficient time to travel safely.
Wear seat belts and ensure all passengers wear seat belts where fitted.
Avoid the use of hand-held mobile phones or other devices while driving.
Never drive under the influence of alcohol, illegal drugs or any medication that may impair driving ability unless medically cleared to do so.

Responsibilities of the School

The school will take reasonable steps to ensure that employees who drive for work are competent and authorised to do so.

The Business Manager will:
Maintain records confirming that employees who drive for work have:
A valid driving licence .
Appropriate motor insurance including business use.
A valid MOT certificate where required.
Review documentation periodically and whenever circumstances change.

Ensure that any arrangements
Involving the transport of pupils comply with the school's safeguarding procedures and educational visits policy.

Transporting Pupils
Employees must not transport pupils unless authorised by the school and appropriate safeguarding arrangements are in place.
Where pupils are transported in private vehicles:
Parental consent must be obtained where required.
Safeguarding procedures and risk assessments must be followed.
The vehicle must be roadworthy, insured for business use and fitted with appropriate seal belts.
Employees must follow any additional requirements contained within the School's Safeguarding Policy and Educational Visits Policy.

Non-Compliance
Failure to comply with this policy may result in an employee being prohibited from driving on school business and may lead to disciplinary action where appropriate.

**Electrical Equipment**
The headteacher will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported and immediately taken out of use until repaired
- All portable electrical equipment will be inspected/tested annually.
- Equipment testing/inspection can only be carried out by a competent person. The company used by the school is PATTCO
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested
- New equipment must be advised to the 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 the site manager 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 are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.

**Fire Safety**

Arrangements regarding fire safety are set out in the Fire Safety Manual. The fire safety co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The headteacher will ensure through the fire safety co-ordinator that:

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

A First Aid Needs Assessment will be carried out to determine the level of first aid provision required and is completed by the site manager.

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

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

**Glazing**

Glass and glazing on-site has been surveyed by Property Services and risk assessed by the school. The survey and assessment document is kept electronically located in teacher's pool /risk assessments and is reviewed and updated every 3 years or when there are changes to the premises and/or glazing.
Any damaged glazing will be reported to the site manager and made safe and replaced as soon as possible.

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

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

**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 COSHH**
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 headteacher. The premises COSHH assessor acting on behalf of the headteacher is *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 when not in use which is at the Site Manager's office for these premises. This is to remain locked at all times.

**Hot Water and Hot Surfaces**

Arrangements for the managing of hot water and hot surfaces have been put into place to protect children, staff and members of the public. The hazards have been identified and recorded in the Premises/Work place risk assessment. Control measures have been put in to 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 (site manager) for adequate control measures to be put in place.

The control measures include

Clearly marked hot water sources.

Children only allowed to access temperature controlled hot water unsupervised.

Hot pipes and surfaces being boxed in.

**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*

Monitoring and inspections of individual departments will be carried out by Heads of Department and/or the subject teachers as nominated by the Head of Department.

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 CSAF-005/CSAF-010(A/B/C) Premises Safety Inspection Checklist.

Defects identified during these routine documented inspections are to be immediately reported to *the site manager* and recorded in the defect book. Any identified high level risks or safety management concerns are to be actioned at meetings with headteacher/site manager.

It is the school's responsibility that the annual self assessment return (CSAF-011) is completed each year by the Health and Safety Governor with the Site Manager. This return examines all areas of the safety management system and forms integral part of the School and CSHST monitoring programmes.

<u>The termly H&S web monitoring form has been discontinued and replaced with a biennial audit carried out by Hampshire County Council.</u>

**Kitchens**

The main kitchen area is only to be used by authorised employees/third party.
The main kitchen is managed by Chartwells. 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.

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 Nominated Responsible Person (NRP) who will manage and undertake all procedures regarding Legionella in accordance with Hampshire County Council policy and guidance.

- 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**

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 and the local written procedures.

**Moving and Handling**

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

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

**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 either their line manger or the Headteacher and the individual.

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

**Off-site Activities**
Arrangements regarding off-site activities are managed in accordance with the Outdoor Education Service's procedures and guidance.

**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 a mixture of staff meetings, meeting minutes, email distribution, signature based receipt of information.

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

The Health and Safety Law poster is displayed in the staffroom.

**Risk Assessment**
General risk assessment management will be co-ordinated by the site manager in accordance with guidance contained in the Children's Services Safety Guidance Procedure SGP 01-07.

Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

The trained risk assessor on site who is the site manager 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**
Smoking and use of e-cigarettes/vaporisers is not permitted on the premises.

**Stress & Wellbeing**

Oliver's Battery Primary and Nursery 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 and Safety Executive's Management Standards, guidance and requirements.

**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 on the school server and on the school website. Arrangements will be shared with employees and relevant third parties.

**Training**

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

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

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

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

Training records are held by the Business Manager who is responsible for co-ordinating all health and safety training requirements, supported by the site manager, 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 Oliver's Battery Primary and Nursery 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 CSRF-001 Violent Incident Report (VIR) Form in accordance with Children's Services Safety Guidance Procedure SGP18-07.

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

Visitors to the premises will sign in on the electronic system, read and sign information and be issued with a badge.

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

**Work Equipment**
All work equipment requiring statutory inspection and/or testing on site (for example, boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors.
All employees will check work equipment prior to use. Any defective or suspected defective equipment must be removed from use, reported to Mike King and repaired or disposed of as soon as possible.

**Work at Height**
Work at height is always to be undertaken in accordance with the Children's Services Safety Guidance Procedure SGP 23-08. At Oliver's Battery Primary and Nursery School 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 *the site manager* and he is authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to staff in accordance with SGP 23-08
- Provide stepladder and steps training to staff using the Children's Services *Stepladder & Steps Safety* user training presentation
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use

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

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

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