

ST MARY'S BENTWORTH CE PRIMARY SCHOOL HEALTH & SAFETY POLICY

Date of implementation: July 2025

Date of Review: **July 2027**



Date of implementation: July 2025	Date for review: July 2026
Ownership: Resources Committee	Linked to: Policies and procedures as listed on page 18
Review committee: Resources Committee, Headteacher	
Communicated to: Pupils, Parents/Carers, Staff, All Governors, Visitors, Extended out-of-hours Providers, Contractors and Hall Hirers	
Evaluation: (inc links to evidence) May 2021 Public Footpath (Bentworth 5) re-routed/ deletion of relevant clause.	
Headteacher/ Responsible Manager: Jo Ayres	
Chair of Governing Body: Maria Fordyce	
Date: (agreed at Full Governing Body)	

1	STATEMENT OF INTENT
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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 children and staff and all other visitors to the school, and all persons likely to be affected by our activities within and around the school, including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, staff, Hampshire County Council departments and the occupiers and owners of premises/land and any other interested parties whenever appropriate 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 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, safe and healthy culture and working environment and a positive culture through regular communication and consultation with all staff ensuring the welfare of all persons 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.

2	ORGANISATION Employer Responsibility
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The overall responsibility for health and safety at St Mary's Bentworth is shared by the Responsible Manager/Headteacher and the Governing Body. A Health and Safety governor is appointed by the Resources Committee of the School's Governing Body and this is currently **CALLUM KNIGHT**. They will:

- Set clear Health and Safety policies and procedures
- Ensure that health and safety have a high profile (amongst governors, staff and children alike)
- Are responsible for the annual review of the school's Health and Safety policy, conducting a review of the integrity of health and safety measures in force at the school's premises each term, at which the H&S Staff Representative and Caretaker/Site Manager are present, at which the H&S representative is present. This review is to include a physical inspection of the premises.
- Ensure that adequate resources are made available to maintain health and safety standards in the school and its activities
- Consult and advise staff regarding health and safety requirements and arrangements
- Periodically monitor and review local health and safety arrangements

Responsible Manager: Jo Ayres, Headteacher or Charlotte Baker, Deputy Headteacher

The responsible manager is the **Headteacher**, or in her absence the **Deputy Headteacher** who will act to:

- Ensure the school adopts HCC policies and procedures for health and safety
- Develop a safety culture throughout the school/premises
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Consult and work with recognised TU safety representatives and safety committees
- Assess and control risk as part of everyday management



- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health & safety
- Ensure periodic safety tours and inspections are conducted
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health & safety responsibilities and the current policy and procedures in force
- Periodically update governing body/partnerships as appropriate
- Produce, monitor & periodically review all local safety policies and procedures
- Bring to the attention of governors any issue which affect health and safety standards at the school and consult with them whenever new health and safety measures adopted have led or will lead to a variation to the budget allocated for any operation or area of activity
- Will liaise with the School Office H&S Administrator(s) on fire safety, 1st-aid and Legionella

Arrange each term for a physical inspection of premises attended by H&S School Administrator(s)/staff member and a governor. A written report will be completed, copied to Headteacher and governor, and kept in the H&S file in School Office.

Governors The nominated H&S **Governor** is currently Callum Knight who will:

- Support the Headteacher in fulfilling the objectives of this policy by bringing to the attention of the Governing Body any issue affecting the implementation of the policy
- Advise the Headteacher in carrying out the responsibilities assumed under this policy.
- Take part in the physical inspection of premises when called upon by the Headteacher

All Staff 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 & 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 all safety procedures, whether written or verbally advised, for their own protection or the protection of others who may be affected by their actions
- Reporting safety concerns to the School Administrator(s) or the Headteacher
- 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
- Ensuring that **new** members of staff under their control are instructed in their own individual responsibilities with regard to health and safety
- Assessing the risk of any new operation or procedure introduced to their area of responsibility and advising the Headteacher accordingly
- Housekeeping throughout the school to ensure a healthy and safe environment



Specific Health and Safety Responsibilities

Accident Investigator: Judy Totman

The on-site accident investigator is one of the trained School Administrators who will lead on all accident investigations in accordance with departmental and corporate procedures. Any enquiry will be directed by the Headteacher.

Asbestos Nominated Responsible Person: Gemma Newbury

The NRP will attend the Hampshire Scientific Services asbestos awareness course on appointment. They will also complete the asbestos e-learning course annually.

The NRP will act on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely in accordance with Corporate procedure.

The NRP will ensure that all staff have a reasonable awareness of asbestos management and dangers, that the appropriate staff are competent in the use of the Asbestos Register and that asbestos is managed in accordance with corporate requirements. They will advise the Headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users.

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

Caretaking Support

- complete training in formal moving and handling and Ladder and Stepladder Safety course and any other specific training required to support the role
- Working at height: the Caretaker is the only member of staff on site permitted to use steps, step-ladders over low level height and leaning ladders in accordance with the training; periodic inspections should be carried out of all on-site ladders, high step-ladders, leaning ladders and podium steps and remove/report faulty equipment. Refer to Working at Height p 18

The COSHH Assessor is: Gemma Newbury

The COSHH Assessor is the competent person for the assessment of all 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.

- The COSHH assessor will attend the COSHH assessor training course every 3 years
- ensure that hazardous substances, materials, chemicals and cleaning liquids have been COSHH assessed
- Ensure that COSHH items are kept on site in suitable locked area

The DSE Assessor is: Gemma Newbury

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.

The Facilities Manager: Jo Ayres, Head Teacher (Responsible Manager)

The Children's Services Department require that every site has access to a facility management trained member of staff who is the competent person for the overall management of general premises facilities. The Facilities Manager will attend the Safety Awareness for Facilities Managers training course every 3 years.

The Facilities Manager on site at our School is also the Responsible Manager/Headteacher working within her level of competence and seeking appropriate guidance and direction from the Children's Services Health & Safety Team and the Property Services Team as required.

- Ensuring that any defect in the fabric of the school buildings or premises is dealt with
- Ensuring that available suitable equipment and materials are available to minimise the risks on the school's premises arising as a result of harsh weather
- Periodically taking part in the physical inspection of premises

The Fire Safety Co-ordinator: Judy Totman

The fire safety co-ordinator is the competent person for fire safety on the premises and acts on behalf of the Headteacher and will attend the fire risk assessment principals and practice training course every 3 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 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.

The fire-safety co-ordinator is responsible for:

- Fire risk assessment, reviewed annually, of all the school premises
- Arranging for weekly fire alarm testing, and monthly testing of emergency lighting, and fire safety equipment and extinguishers, quarterly testing of fire doors, automatic closures and final exits
- Producing and publishing an emergency evacuation procedure in the event of fire or other event requiring the school buildings to be cleared
- Ensuring that all those with special needs have a viable personal emergency evacuation procedure (PEEP) that is responsive to their circumstances
- Making sure that Assembly points are located in places that can be reached without unnecessary risk and are in a secure location
- Appointing people to take a roll call at each assembly point following any evacuation (with the Headteacher)
- Organising termly evacuation procedure practice, monitoring evacuation times and gathering reaction from members of staff to ensure the building can be cleared in the shortest possible time (with the Head teacher)
- Ensuring that all staff complete the fire safety e-learning course; and that this is reviewed by staff on an annual basis



- Ensure fire safety procedures are readily available for all staff to read
- That fire safety information is provided to all staff at induction and periodically thereafter
- Ensure fire safety notices are posted in the key areas of the building close to the fire point
- That evacuation routes and assembly points are clearly identified

The **First-Aid Officer (School Administrator)** is Judy Totman and is responsible for ensuring that:

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 Medical Room and 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 first-aid officer on an annual basis.

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

- There is a principal First Aid Box in the medical room and at least two subsidiary First Aid boxes on site/bags available for use on trips away from the school. Smaller 1st aid kits held in School mini-buses, in classrooms, kitchen areas and Caretaker's area
- The First Aid Boxes/bags/kits are fully stocked at all times and that any materials consumed are replenished promptly
- A record of termly inspection by the First-Aid Officer is to be kept and held in the School Office
- Ensuring that at least two other members of staff have current First Aid training
- There is a list of currently trained First-Aiders kept beside the First Aid Box, and that everyone in the school is aware of who the First-Aiders are
- The First-Aid materials, training and procedures are suitable also for the needs of children under the age of twelve
- First-Aid Certificates to be displayed in the Medical /First-Aid Room
- First-aid is never to be administered by anyone except first-aid trained staff with in-date training certificates operating within the parameters of their training

The on-site **School (H&S) Administrator(s)**: Judy Totman and Gemma Newbury

The on-site H&S Administrator(s) for the school will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of, the Headteacher as Responsible Manager. They are to work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health and Safety team as required.

Our on-site Administrator(s) will:

- Act as a conduit between staff colleagues and those responsible for individual aspects of the school's operation on any H&S issues that may arise from day to day
- Maintain a procedure for dealing with violent incidents that occur at school and a protocol for intervention in such instances, making sure that all staff are familiar with this policy, reporting as appropriate on the HCC Incident reporting system



- Ensure that any incidents that occur are promptly reported in order for Head teacher to discuss at staff meetings as appropriate, so that the benefit of the experience is available to all
- Arrange for general equipment which requires statutory inspection and /or testing will be inspected by competent contractors
- Maintaining a record of all incidents reported to the School Office, referring any such incidents to the Headteacher reporting to the appropriate body in Hampshire County Council or other body via on-line system

Kitchen, the **Head of Kitchen** is Martine Goodyer and is responsible for:

- Ensuring that all health and safety procedures relevant to working in a kitchen are observed without fail
- Allowing only authorised people to enter the kitchen area
- Reporting promptly to the School Office any breach of health and safety procedures in the kitchen
- The clear display of safety information for the operation of equipment in the kitchen.

The **Legionella Competent Person (NRP)**: Gemma Newbury (nominated responsible person)

Gemma Newbury 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. She will annually complete the Legionella e-learning course and all training records are to be retained.

- The nominated person will enable Legionella to be managed safely
- annually complete the e-Learning course and a copy of all training records to be kept in the Health and Safety file
- 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
- inform the Headteacher of any condition or situation relating to Legionella which may affect the safety of any premise users
- seek guidance and direction if required from the Children's Services Health and Safety Team

The **Risk Assessor** is Jo Ayres, Headteacher

The Risk Assessor will attend Risk Assessor training every 3 years.

The Risk Assessor will ensure risk assessments are completed and hazards are identified and managed.

She will work within her level of competence and seek appropriate guidance and direction for Children's Services H&S Team as required.

Work at Height

The competent person for work at height on the premises is: **the Caretaker**

He will attend the Caretaking Support Service Ladder and 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.

He will work within his level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services H&S Team as required.

Part 3	ARRANGEMENTS
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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 St Mary's CE Primary School, Bentworth and are to be used alongside other current school/premises procedures and policies.

In carrying out their normal functions, it is the duty of all 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 Investigation:

The on-site management, reporting and investigation of accidents, incidents and near misses is carried out in accordance with the Governing Body's procedure and corporate procedure requirements.

Any accidents involving staff, visitors or contractors and the more serious accidents/incidents to children will be reported and recorded on the HCC Accident/Incident reporting system on-line or via the paper version (filed in the Medical/First-Aid Room Accident Folder). If the paper version is used then it will need to be added on to the on-line system as soon as practical.

Following the completion of an on-line accident report, an investigation must be carried out as soon as practicable after the accident. Managers will receive an email request to complete and investigation, with a link to the investigation form. 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 (eg bumps and grazes) to pupils are to be recorded on CPOMS (on-line Child Protection Management System).

The Children's Services H&S 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 H&S 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/Senior Management is informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Governing Body for trend analysis to prevent reoccurrences. The Governing Body should be regularly updated on monitoring and any trends identified. The Governing Body will be informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Governing Body for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

Community Users/Hirers/Extended Services/third party users must report all incidents related to unsafe premises or equipment to the school/staff/the Hall Management governors, who will report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

Administration of Medicines:

Arrangements regarding medicines are set out in the Supporting Pupils with Medical Needs Policy (including administration of non-prescription medicines).

Asbestos Management:

Asbestos Management on site is controlled by the Nominated Responsible Person (NRP for Asbestos). The Asbestos Register as issued by Hampshire Scientific Services (formerly known as the Asbestos Team), is located in the School Office (by the Visitors' signing in book) and is to be shown to all contractors who may need to conduct work on site. Contractors and anyone undertaking intrusive work must read and sign the Register prior to being permitted to commence any work on site.

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

Any changes to the premises structure that may affect the Asbestos Register information will be notified to Hampshire Scientific Services in order that the Asbestos Register may be updated accordingly.

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

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the NRP who will immediately act to cordon off the affected area and contact Hampshire Scientific Services for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should immediately be stopped from working and immediately reported to the Responsible Headteacher and/or NRP.



Child Protection:

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

Community Users/Hirers/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 (for Hall hire use using HCC Events a generic Risk Assessment form included in the Hall Hire Policy/documentation)
- 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
- Hires/users are formally made aware of fire safety procedures and equipment with Hire Agreements incorporating the School H&S policy, included in the letter of the hall documentation
- Hirers/users must report all incidents related to unsafe premises or equipment to the School/Hall Hire Management Committee governors, 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

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 Safety 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, as required.

All Contractors must report to the School Office where they will be asked to sign the Visitors' Book and Asbestos Register and will be made aware of fire safety procedures and local safety arrangements.

School staff will be responsible for monitoring work areas and providing appropriate supervision.

COSHH (Control of Substances Hazardous to Health):

Hazardous substances, materials and chemicals are not permitted to be used or brought into use on site unless material safety data sheets have been obtained and 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 School Administrator, Gemma Newbury.

- When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff will ensure that adequate precautions are taken to prevent ill-health and injury to themselves and others. Staff will be trained before



using a hazardous substance and must follow safe working practices and use protective equipment if identified in the COSHH assessment.

- No new materials or chemical substances are to be brought into use unless an assessment under the Control of Substances Hazardous to Health Regulations 2002 has been carried out and clearance given for use by the Headteacher
- All hazardous substances are stored in secure appropriately in locked and clearly labelled stores in accordance with the relevant safety data sheets. At St Mary's storage is in COSHH cabinet within double locked rooms accessed only by identified staff

Curriculum Activities:

All safety management, risk assessments and maintenance of equipment for curriculum-based activities will be conducted under the control of the relevant Class Teacher. They will use the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education and Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS AND Hampshire County Council. Risk assessments for appropriate activities are completed and kept in the Risk Register files in the School Office.

De-escalation and Positive Handling:

Arrangements regarding de-escalation and positive handling are recorded in the relevant risk assessment completed in respect of any child who requires these arrangements. Staff will be trained to meet the needs of an identified child.

Display Screen Equipment (DSE):

All DSE users will complete the display screen equipment e-learning course annually. All DSE users will carry out periodic workstation assessments using the 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.

Electrical Equipment:

The Headteacher will ensure that:

- Only authorised and competent persons are permitted to install, repair or attempt to repair electrical equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- The use of adaptor sockets & multi-socket adaptors is not 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 or disposed of
- Protective outer sleeves of electrical cables are to be firmly secured within the plug
- All portable electrical equipment is inspected /tested annually by a competent person



- Equipment testing/inspection can only be carried out by a competent person; the competent person(s) currently are Dave Flower, Caretaking Support and / or Callum Knight H&S Governor
- Personal electrical equipment is not to be brought onto the premises or used unless it is approved by the Headteacher and it has been PAT tested by a qualified person
- New equipment brought onto the premises must be identified to the competent person(s) and is added to the work equipment inventory and PAT testing/inspection schedules

Any defective or suspected defective equipment, systems of work, fittings, etc must be reported to the School Administrator(s) and repaired or disposed of 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. The school has in place an Emergency Evacuation Plan document which is reviewed annually, the contents of which are transmitted to all staff and Governing Body.

All staff 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 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 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 information is provided to all employees at induction and periodically thereafter eg fire safety policy, fire safety evacuation and fire drills
- Fire safety notices 'Action to be taken in the event of a fire' are posted in the key areas of the building close to the fire points. The notices clearly identify the evacuation routes and assembly points
- Staff are made 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 records kept up to date. The Fire Manual is reviewed annually by Fire Safety Co-ordinator, Headteacher and Governor, making the necessary amendments



- The fire risk assessment is to be reviewed annually and amended as new hazards or required amendments are identified. Information from this assessment is shared with employees annually

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, Medical Room and clearly signposted around the school.

- First-aid needs / risk assessment will be carried out to determine the level of first-aid provision required; reviewed annually
- The principal first-aid box is kept in the Medical/First-Aid Room. First-aid provision will be regularly monitored and equipment checks recorded.
- First-aid should be administered by trained First Aiders who should be sent for as soon as possible. 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. Only in extreme cases should first-aid be given by any other person, other than a trained first-aider
- If the injury requires treatment away from school, consult the Headteacher who will decide on calling an ambulance or contacting the patient's doctor for treatment at the surgery

At St Mary's our local provision is:

Minor injury will be more quickly attended to at **Chawton Park Surgery, Chawton Park Road, Alton Tel: 01420 542542 (provided minor injury has been sustained within the previous 24 hrs (48 hrs if over the weekend))**. No appointment is necessary and

- It is open Monday – Friday between 8.00am and 6.30 pm. This should be the first destination as a decision can be taken quickly if full hospital A&E treatment is needed. The Surgery has access Monday – Friday to X-ray facilities at the nearby Alton Community Hospital.
- The nearest **A&E Department is at North Hants District Hospital Aldermaston Road, Basingstoke, Hampshire, RG24 9NA**
- Inform parents of the injury via School Administrator(s) as soon as possible
- Emergency phone numbers (eg 999, 101, NHS Helpline 111) will be displayed beside the First Aid kit is taken on any trip for children away from the school
- 1st aid kits are provided for school transport (ie mini-buses)

Glazing:

Glass and glazing on site have been surveyed by Property Services and risk assessed by the school. The survey and assessment document is kept electronically on the School Office computer drive and is reviewed and updated or when there are changes to the premises and/or glazing.

Any damaged glazing will be reported to the School Administrator(s) and made safe and replaced as soon as possible.



Good Housekeeping:

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 are 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 & litter cleaned and removed at the end of each working day
- Poor housekeeping or poor hygiene conditions reported to School Administrator(s) who will record in Caretaker Support Maintenance Book/advise Cleaners as required (the book is kept in 'pigeon hole' in School Entrance area)
- Heavy items to be placed on lower shelves

Inspections and Monitoring:

It is the responsibility of all staff to monitor the condition of their workplace throughout the day. Monitoring and inspections of individual classrooms is carried out by Class Teachers and other areas of the site as nominated by the Headteacher. Identified health and safety concerns should be immediately reported to the School Administrator(s) who will decide on action; if necessary recorded in the Premises Maintenance Book kept in the Caretaker's Support 'pigeon-hole'.

Periodic documented inspections of the premises will be carried out every month in accordance with the premises inspection schedule. Inspection findings will be recorded on the locally adapted Premises Safety Inspection Checklist.

All defects identified must be reported to the Office Administrator(s). Any identified high-level risks or safety management concerns will be addressed/actioned by the Headteacher/Senor Leadership Team and if necessary reported to the Governing Body.

A rota of inspections will be completed by the Governors, Headteacher and School Administrator(s) to comply with Corporate procedures and regulations.

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

Kitchen: Head of Kitchen currently Martine Goodyer

The main kitchen area is only to be used by authorised employees of the catering contractor; and third party users (hirers) as agreed with the Hall Hire Management Team and booking requirement of hirer's use notified to the School Administrator(s) so that permission can be sought from the Headteacher.

The main kitchen is managed by catering contractor, on site Head of Kitchen is responsible for all health and safety procedures relevant to working in a kitchen are observed. She will report promptly to the Office Administrator(s) any breach of health and safety procedures in the kitchen and ensure clear display of safety information for the operation of equipment in the kitchen area.



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 (Small Committee Room kitchen in Hall) and preparation areas are managed by school staff (curriculum-based cooking with Class Teachers/Learning Support Staff)(and Extended school day clubs - Breakfast Club / After School Club personnel.

Legionella:

The Legionella Nominated Responsible Person (NRP) will manage and undertake the processes regarding Legionella in accordance with Hampshire County Council Corporate procedure. They will:

- Record sentinel point temperatures on the on-line reporting system
- Regularly flush unused outlets
- Report any alterations to the water system
- Ensure descaling and disinfection is undertaken

Lone Working:

A risk assessment will be carried out to categorise each lone workers role and the risk presented, in accordance with the Corporate Lone Working Procedure.

Lone working will only take place:

- With the Headteacher's approval
- Following risk assessment
- Where it cannot be avoided

The lone working arrangements for staff who undertake lone working on this site is recorded in the Lone Working Risk Assessment/Procedures.

Mini-buses:

The Headteacher has overall responsibility for the operation and maintenance of mini-buses in line with Hampshire County Council requirements. All mini-bus drivers will complete suitable training prior to being permitted to drive and carry out checks on minibuses. MiDAS training is recommended.

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

Moving & Handling:

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

Staff will not be 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 he 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 (the risk assessment for this site is kept in the School Office and is reviewed annually).

Off-site Activities:

Arrangements regarding off-site activities are managed in accordance with the Hampshire Outdoors procedures and guidance. Class teachers attend appropriate training and **our EVOLVE Co-Ordinator is Charlotte Baker, Deputy Headteacher.**

For every off-site activity there will be a risk assessment, including:

- the location to be visited,
- the activities available there, and
- the means of getting to and from the location to be visited
- completion of on-line system EVOLVE (HCC) for off-site trips and Residential visits

The Deputy Headteacher as Evolve Co-ordinator counter-signs the risk assessment once completed by the member of staff; if she is unable to, then the Headteacher will counter-sign. Electronic copies are filed on-line on the EVOLVE system. The Deputy Head-teacher is currently responsible for completion of risk assessments on the EVOLVE on-line system.

A First Aid Box/bag must be taken by the person leading the activity, together with School Medical Bag containing medication/documentation relating to the named children requiring medication who are attending.

Provision of Information

The Headteacher will ensure that employees are periodically provided with information regarding safety arrangements. This information is by way of Staff meetings/PDMs, email, Governor Body meeting minutes, Staff H&S Noticeboard /Medical Room Noticeboard, and annual site-based training with signature-based information recorded.

Visitors and Contractors are provided with H&S information on arrival by the School Administrator(s) when signing in at School, including H&S leaflet.

The Health and Safety Law Poster is displayed at 2 locations – in front foyer by School Office and on the stairs leading to the staffroom.

Local health and safety advice is accessed from the Children's Services H&S Team and HCC Property Services who can provide both general and specialist advice which is available on their website or on request.

Risk Assessments:

Risk assessments will be carried out where a significant risk is identified or is reasonably foreseeable.



The trained risk assessor will oversee the completion of risk assessments. Risk assessments will be carried out by staff with the appropriate knowledge and understanding of the area, task or equipment being assessed.

All risk assessments and associated control measures will be approved and signed by the Headteacher.

Completed risk assessments are listed in the assessment register kept in the School Office and will be reviewed periodically in accordance with the risk assessment review schedule.

Staff will be informed, where appropriate, of hazards and control measures identified in risk assessments. Risk assessments will be shared with staff and relevant third parties periodically and when there are changes.

Smoking:

Smoking and use of e-cigarettes/vaporizers is not permitted on school premises, including the Hall and grounds.

Stress and Wellbeing:

St Mary's Primary School is committed to promoting a high level 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 Health & Safety Executive's Stress Management Standards – staff questionnaire.

School arrangements to monitor, consult and reduce stress situations are through positive relations with Senior Leadership Team, Governors and as well as clear lines of communication. St Mary's uses many different mechanisms to ensure that we are vigilant about any negative impact of stress through activities like Class-Governor link meetings, staff surveys, a well-being pledge and positive Continued Professional Development planning.

Traffic Management:

The school will maintain a written Traffic Management Plan with arrangements regarding on-site traffic safety, monitored for any changes. 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
- Site plan diagram showing traffic and pedestrian routes in adverse weather conditions, ie snow and ice – one-way vehicle system

A copy of the Vehicle and Pedestrian Policy incorporating a site plan is available on the school website under Policies.

Arrangements will be shared with staff and relevant third parties.



Training:

Health and safety induction training will be provided and recorded for all new staff including temporary workers and volunteers in accordance with the Staff Induction checklist.

The Headteacher will ensure that all staff are provided with adequate information, instruction, and training regarding their safety at work. Training needs analysis will be conducted, from which a comprehensive H&S training plan will be developed and maintained to ensure health and safety training is effectively managed.

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

- Induction training including the requirements of the school Health and Safety policy
- Local training including risk assessments and safe working practices
- Information following health and safety policy or procedural changes
- Relevant annual e-learning courses to meet mandatory corporate training requirements
- Role-specific training
- Refresher training as required

Training records are held by the School Administrator(s) who co-ordinate all health and safety training requirements, maintaining the H&S 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.

In accordance with the Corporate Procedure on violence and aggression, staff should be categorised using the control menu. Control measures will be documented on the Violence and Aggression risk assessment. The risk assessment will be shared with relevant staff and reviewed on a regular basis.

Staff must report all violent and aggressive incidents using the confidential online reporting system. Incidents will be appropriately investigated, and control measures reviewed to reduce the risk of similar incidents occurring in the future. Incidents will be reported as close to the incident date as possible.

Violent incidents between children will be reported locally using the School's CPOMS system.

If a child is injured following violence between children, it will be reported as an accident will be reported, on the online County reporting system.

Visitors:

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



Visitors to the premises will be provided with a coloured lanyard appropriate to their visitor status to wear while they are on school premises. They will sign the Visitors' Book on entry and note their time in the book when leaving site, returning the lanyard to Office Administrator(s).

Whilst on site visitors will receive appropriate supervision, to be determined dependent upon the type of work, levels of perceived risk and length of time that the work will take.

It is the responsibility of the 'host' member of staff to ensure that their visitor is aware of the fire drill procedure, how to exit the building and the relevant assembly point. Visitors report to the School Administrator(s) at the assembly point.

It is duty of all staff within school to ensure the health and safety of all visitors, be they contractor, parent, or those using the Jubilee Hall

Hall hirers: Documentation for the hiring of the Hall shall require the hirer to acknowledge and accept this H&S policy and require them to observe it fully for the duration of the hire.

Vulnerable Persons:

Where there are vulnerable persons (eg a young person, new or expectant mother, someone with a disability or temporary or permanent medical condition, 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.

Procedures include:

- A generic risk assessment for use of the hall is to be included in the hire agreement
- A risk assessment for the activity is completed using Event risk assessment form
- The school will ensure that the premises are safe for use
- Fire escape routes are safe and clear of hazards
- Hirers are formally made aware of the fire safety procedures and equipment

Work Equipment:

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

All staff will check work equipment prior to use. Any defective or suspected defective equipment must be removed from use, reported to the Office Administrator(s) and repaired or disposed of as soon as possible.

Work at Height:

Work at height will be undertaken in accordance with the Corporate Procedure for Working at Height, and Children's Services H&S Team guidance. All general work at height will be carried out in accordance with the on-site generic risk assessment. A specific risk assessment will be carried out for higher risk tasks.



On our site, only the Caretaker Support is permitted to work at height on the premises. As the trained competent person for work at height on the premises he will:

- Use steps, stepladders and leaning ladders in accordance with their training
- Carry out and record periodic inspections of all ladders, stepladders and podium steps used on-site
- Remove access equipment from use if defective or considered unsuitable for use

Staff will be provided with step-stool and lower-level stepladder/steps training using the Children's Services Stepladder & Steps safety user presentation; refresher training annually. Staff use of furniture, tables and chairs for working at height is not allowed.

The competent person for work at height, and all other staff, will not be permitted to use any other access equipment for work at height without specific training.

School staff will not be permitted to work on roofs unless suitable edge protection and safe access arrangements are in place.

Contractors working at height are to be appropriately supervised and must only use their own access equipment, risk assessed by contractor, copy supplied to school.

This policy is to be read in conjunction with:

Child Protection & Safeguarding Policies

Emergency Evacuation Plan/Fire & Other Emergencies inc lock-down procedures/Fire Safety procedures

Traffic Management Plan/Vehicle Pedestrian policy

First-Aid Policy

Lone Working Policy

Supporting Pupils with Medical Needs Policy

Hall Hire Policy