



Queen's Inclosure Primary School

HEALTH AND SAFETY POLICY

Status of Policy: **Statutory**

Responsible Committee: **Resources**

Rationale:

It is our intent 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.

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.

Responsibilities:

Employer Responsibility

The overall responsibility for health and safety at Queen's Inclosure Primary School is held by Hampshire County Council who will:

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

Responsible Manager

The responsible manager for the premises is the 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 the governing body as appropriate
- Produce, monitor and periodically review all local safety policies and procedures
- Ensure the upkeep of the fire safety manual

All Staff (including volunteers)

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

- Supporting the school premises 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/Health and Safety Representative

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

All Teachers

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

Fire Safety Co-ordinator

The Site Manager is the Fire Safety Co-ordinator, the competent person for fire safety on the premises who acts on behalf of the Responsible Manager. He is to attend the IOSH Fire Risk Assessment Principles & Practice 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 with reference to the fire safety manual.

The Fire Safety Co-ordinator is to work within his level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

Legionella Competent Person

The Site Manager is the nominated competent person for Legionella on the premises and acts on behalf of the Headteacher to provide the necessary competence to enable Legionella to be managed safely. He is to complete the Legionella e-learning course annually; 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. He is to work within his 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 Queen's Inclosure and are to be used alongside other current school procedures & policies.

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

Near Misses, Accident/Incident Reporting & Investigation

The on-site management, reporting and investigation of accidents, incidents and near misses is carried out in accordance with departmental and corporate policy requirements.

Details of near misses are to be recorded on a Near Miss Report form and passed to the Admin Office. If minor in nature, the information will be logged internally then referred to the Site Manager for remedial or preventative action. Where a near miss could have resulted in a serious injury or damage to the school, or where it involves several persons and a previously unknown hazard, then the matter should be logged on HCC's Health & Safety online reporting system.

Any accident, incident or injury involving staff, visitors or contractors is to be reported and recorded in the HCC Accident Report Book held in the school Admin Office. A copy of the completed form is to be forwarded to the Children's Services Health & Safety Team in accordance with Children's Services Safety Guidance Procedure SGP 17-07.

Minor accidents to pupils are to be recorded in the Accident Book designated for this purpose, located in the school Admin Office.

Accidents involving children of a more serious nature are to be recorded on a CSRF-003 School Accident Internal Report Form, which is retained on site.

Serious accidents that are notifiable to the Health & Safety Executive (HSE) are to be reported using F2508 Report Form and a copy is to be forwarded to the Children's Services Health & Safety Team.

All significant accidents, incidents and near-misses are to be immediately reported to the Headteacher. The trained Accident Investigator is to conduct a documented investigation into any serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident, to enable the implementation of appropriate preventative measures for the future.

The HCC online accident investigation report tool is to be used for the recording/reporting of investigations. The Headteacher will ensure that the governing body is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Headteacher for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

Premises hirers and community users must report all incidents related to unsafe premises or equipment to the school Site Manager, who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

Administration Of Medicines

Arrangements regarding medicines are set out in the *Administration of Medicines Policy*.

Asbestos Management

Asbestos management on site is controlled by the Site Manager.

The asbestos register as issued by PBRS is located at the front Admin Office and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site.

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

Safeguarding and Child Protection

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

Community Users/Lettings

The Headteacher, through the Site Manager, 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

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

All contractors must report to the school Admin Office where they will be asked to sign the Visitors' Book and Asbestos Register, before meeting with the Site Manager. All contractors must be issued with the local written contractor induction brief that includes all relevant details of fire safety procedures & local safety arrangements.

The Site Manager is responsible for monitoring work areas and providing appropriate supervision, particularly where the contractor's work may directly affect staff and children on the premises.

Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant Subject Leaders 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. The appropriate Subject Leaders 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 regular DSE users must complete the *display screen equipment e-learning course* every year without exception. All users must carry out periodic workstation assessments using CSAF-001 Workstation Assessment Form. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

Electrical Equipment

The Headteacher, through the Site Manager, will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment.
- Where 13-amp sockets are in use, only one plug per socket is permitted.
- Equipment is not to be used if found to be defective in any way.
- Defective equipment is to be reported & immediately taken out of use until repaired.
- All portable electrical equipment will be tested annually.
- Equipment testing/inspection can only be carried out by a competent person.
- The competent person to be used is identified by HCC.
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by the Headteacher/Site Manager and it has been tested.
- New equipment must be advised to the 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

General emergency evacuation for both fire and non-fire related emergencies is to be carried out in accordance with the school's Critical Incident Management Plan.

All staff will receive a brief and/or a copy of the Critical Incident Management Plan at induction, and they will be periodically provided with updated information as the plan is routinely reviewed and amendments are introduced. Personal Emergency Evacuation Plans are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.

Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Manual. The 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 in the school Admin Office. First Aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

General Equipment

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

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

Good Housekeeping

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

- All corridors and passageways are kept free from obstruction.
- Shelves in storerooms and cupboards are stacked neatly and not overloaded.
- Floors are kept clean and dry, and free from slip and trip hazards.
- Emergency exits and fire doors are not obstructed in any way.
- Supplies are stored safely in their correct locations.
- Rubbish and litter are cleaned and removed at the end of each working day.
- Poor housekeeping or hygiene conditions are immediately reported.

Hazardous Substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the 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.

When not in use, all hazardous substances are to be stored in the secure and clearly-labelled COSHH Cupboard - which, for this premises, is the cleaning store by the east fire exit doors (identified on Site Plan). This is to remain locked at all times.

Hot Drinks

Hot drinks are not to be taken out of the staffroom or admin office while children are on site unless securely and safely covered to prevent accidental spillage.

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 (located in the Site Office) and reported to the Site Manager.

Routine documented inspections of the premises will be carried out every month in accordance with the premises monthly inspection schedule. Inspection findings are to be recorded on the locally adapted CSAF-010 Monthly Premises Safety Inspection Checklist.

Defects identified during these routine documented inspections are to be immediately reported to the Headteacher and recorded in the Defect Book. Any identified high level risks or safety management concerns are to be actioned through discussion between the Headteacher and Site Manager or at a Governing Body sub-committee meeting.

Periodic detailed inspections of the premises' safety management system will be carried out every year by a member of the Governing Body Resources Committee. These detailed inspections will examine all areas of the safety management system and will be carried out using the locally adapted CSAF-011 Annual H&S Inspection Checklist.

Kitchens

The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is provided by the school cook, employed by Hampshire Caterers and the Site Manager. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

Legionella Management

Legionella management on site is controlled by the Site Manager (Legionella Competent Person), who will manage and undertake all procedures relating to Legionella in accordance with Children's Services Safety Guidance Procedure SGP 13-07. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes.

Lone Working

All lone working is to be approved by the Headteacher and is to be carried out in accordance with the premises lone working risk assessment and the local written procedures. The lone working arrangements for staff who may undertake lone working on this site are identified on an individual basis.

Moving and Handling

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

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

Off-site Activities

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

Physical Intervention

Arrangements regarding physical intervention are set out in the *Physical Intervention (Restraint) Policy*.

Provision of Information

The Headteacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems include: INSET, staff meetings, meeting minutes, information published in the staff room, the Intranet and signed-for documents.

Local health and safety advice is available from the Site Manager and Headteacher; the Children's Services Health & Safety Team can provide both general and specialist advice. The Health and Safety Law poster is displayed both in the staff room and on the wall near to the Site Office.

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 Headteacher, who is a trained risk assessor on site, will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved by the Headteacher or their delegated member of staff prior to implementation. Completed risk assessments are listed in the Risk Register and will be reviewed periodically in accordance with each risk assessment's review date, as listed for review in the premises bring-up diary system.

Security

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

Smoking

Smoking is not permitted in **any** area of the school premises.

Stress & Wellbeing

Queen's Inclosure is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors. Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Children's Services' and Health & Safety Executive's Management Standards, guidance and requirements.

Traffic Management

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

Training

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the Staff 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. Based on a training needs analysis, a comprehensive health and safety training plan will be maintained to ensure that 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 in the Admin Office, on behalf of the Health and Safety Representative, who is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

Violent Incidents

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Queen's Inclosure.

Staff must report all such violent and aggressive incidents to ensure that: (i) there is an awareness of potential issues and/or injuries, (ii) incidents may be appropriately investigated (iii) 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 be issued with a badge and required to sign the visitor's book.

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 Queen's Inclosure, general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height, which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The competent person for work at height (the Site Manager) 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 (Site Manager).
- Staff may only use leaning ladders if they have personally attended the Ladder & Stepladder Safety training course within 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.

Links to other Policies/Documents

- A. Administration of Medicines Policy
- B. Safeguarding and Child Protection Policy
- C. Critical Incident Management Plan
- D. Fire Safety Manual
- E. First Aid Policy
- F. Physical Intervention Policy
- G. On-Site Security Policy & Procedures
- H. Lone Working Policy & Procedures

Review Period: Every 3 Years

Review Date: Jan 2020