

Health and Safety Policy

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Next Review:	March 2024
Review Cycle:	Annual
Reviewing committee:	FGB
Lead Governor Responsible:	C Bass
Reviewers:	C Grant, L Martin, C Bass
Linked Policies and documents:	<p>Safeguarding Policy Child Protection Policy All school and operational policies Emergency Evacuation Plan Traffic Management Plan First Aid Policy CCTV Policy Child Protection and Safeguarding Policy Drugs, Alcohol and Smoking Policy Emergency Evacuation Plan Fire Safety Manual First Aid Policy Joint Schools' Travel Plan Kitchen Hygiene Information – Health and Safety folder Legionella Log Book (available online) Corporate Lone Working Policy and Procedures No Smoking Policy On-Site Security Policy and Procedures On-Site Traffic Policy and Procedures Physical Intervention Policy Supporting Pupils with Medical Conditions Working at height advice</p>
Policy is based upon:	Hampshire Model Policy
Ratification Date:	
Signed by Headteacher:	
Signed by Chair of Governors:	

Statement of Intent

It is our policy to conduct 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.

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 Hook Junior School and are used alongside other current school procedures & policies.

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

General arrangements can be summarised as follows:

- Providing and maintaining safe equipment and safe systems of work
- Making arrangements to ensure the safe use, handling, storage and transportation of materials, substances and other articles
- Providing adequate information, instruction, training and supervision to ensure all personnel are aware of their responsibilities and how to carry out their duties safely
- Providing safe places to work with safe access to and exit from them
- Providing a healthy and safe working environment with adequate welfare facilities
- Providing a system for rapidly identifying and effectively dealing with hazards
- Implementing control measures to reduce risks to as low as reasonably practicable

- Providing suitable personal protective equipment (PPE) and clothing where hazardous conditions cannot be eliminated and where PPE is assessed to be the last resort

All personnel have a statutory duty to co-operate in fulfilling the objectives of the school as detailed in the Statement of Intent. Everyone has a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves or to others.

Employees are required to observe special rules and safe working methods that apply to their own work and to report hazards discovered by them immediately upon discovery.

Specific health and safety responsibilities

Employer Responsibility – Hampshire County Council

The overall responsibility for health and safety is held by Hampshire County Council.

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

The employer will:

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

Governing Body

The overall responsibility for health and safety at Hook Junior School is held by the Governing Body who will:

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

Responsible Manager (L Martin – Headteacher)

The Responsible Manager for the premises is L Martin, Headteacher.

The Responsible Manager will act to:

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

Senior Leaders

Senior Leaders are responsible for the day-to-day local management of health and safety, acting on behalf of the Responsible Manager. They will ensure that staff are provided with adequate safety information, and they will manage all integral and specific risks relating to the department's functions. They will ensure their department complies with overall school policies and procedures, all activities are periodically risk assessed, periodic inspections are conducted, and necessary controls are implemented.

Health and Safety Officer (C Grant – Business Manager)

The Health and Safety Officer is the School Business Manager.

The Health and Safety Officer (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.

The Health and Safety Officer will manage, advise and co-ordinate local safety matters, working within their level of competence and will seek appropriate guidance and direction from the Responsible Manager and/or the Children's Services Health and Safety Team.

Site Management (S Addison – Site Manager)

The Site Manager is responsible for undertaking a wide range of typical health and safety related duties on behalf of and under the direction of the Business Manager and the Responsible Manager. The Site Manager 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 his/her level of competence and seek appropriate guidance and direction from the Business Manager, Responsible Manager and the Children's Services Health and Safety Team as required. The Site Manager is expected to follow direction from the Responsible Manager and Business Manager where health and safety actions are required.

All Employees

Employees have a responsibility to ensure they act in a responsible way towards the health and safety of themselves, other members of the school, visitors, contractors and members of the public. They are required to co-operate with supervisors and safety representatives and to adhere to safety guidance provided to assist in maintaining standards of health and safety within the school.

- Supporting the school's health and safety arrangements
- Ensuring their own work area always remains safe
- 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

Teachers and Supervisors

The responsibility of applying 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 with the Health and Safety Officer 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.

Regular Volunteers

Regular volunteers have a responsibility to ensure they act in a responsible way in respect of health and safety. They are expected to follow advice and direction from school staff. Where regular visitors have a health and safety concern, they must report this to a member of school staff who will offer direct advice, or escalate to the Business Manager or Responsible Manager as appropriate.

Specific Health and Safety Responsibilities and Procedures

Accident and Incident Reporting Investigation (C Grant – Business Manager, N Bailey – Deputy Headteacher)

The Accident investigators are C Grant, Business Manager and N Bailey, Deputy Headteacher.

The Accident Investigators will attend accident investigator training every 3 years.

The Accident Investigators will lead on all on site accident investigations in accordance with departmental and corporate procedures.

The on-site management, reporting and investigation of accidents, incidents and near misses is conducted in accordance with the governing body's procedure requirements.

Any accident, incident or injury involving staff, visitors, contractors, and the more serious accidents/incidents to pupils will be reported on the HCC Accident/incident online reporting system, or with the paper version stored in the school office. If the paper version is used, then it will need to be added on to the online system as soon as possible.

A copy of the completed incident report is automatically received by the Children's Services Health & Safety Team, the person who reported the incident, and the Accident Investigator.

Following the completion of an online accident report, an investigation must be carried out as soon as practicable after the accident. Managers will receive an email request to complete an investigation, with a link to the investigation form.

Minor accidents to pupils will be recorded in the medical incident books located in the school office and staff room. Used medical incident books are stored in the 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. (In Non-HCC controlled schools, the report to the HSE will need to be completed by the Employer.)

The Deputy Headteacher or Business Manager (as Accident Investigators) will ensure that the governing body is appropriately informed of all incidents of a serious nature.

All accident/incident reports will be monitored by Senior Leadership Team 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 an Accident Investigator, 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.

All near-misses are to be reported to an Accident Investigator. A documented investigation into the incident will be carried out in line with school and county procedures.

Actions identified will be relayed to the Responsible manager and actioned by the Health and Safety Officer.

Administration of Medicines (C Grant – Business Manager)

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

The school will only administer prescribed medicines. Prescribed medicines must be named and kept in the school office. Parents are required to sign an authorisation form in order for a pupil to receive their medication while at school. The form is available from the school office for a parent / carer to complete.

Children suffering from acute conditions or conditions that may need urgent attention (asthma, diabetes etc) will have access to their medication in class. Where necessary and in an emergency, the teacher will administer this. If they pupil is well enough they will make their way to / be transported to the school office for treatment.

The school office maintains an up to date list of children with medical conditions including allergies. The list of medical conditions is available for staff reference in the register and in our pupil management database, to which all staff have access.

Asbestos Management (S Addison – Site Manager)

The Nominated Responsible Person (NRP) for Asbestos is S Addison, Site Manager

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

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

The NRP will ensure that all employees have a reasonable awareness of asbestos management and dangers, that appropriate staff are competent in the use of the asbestos register, and that asbestos is managed in accordance with departmental and corporate requirements. They will advise the Responsible Manager 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 Responsible Manager and/or the Children's Services Health & Safety Team as required.

Asbestos management on-site is controlled by the Nominated Responsible Person (NRP) for Asbestos (S Addison). The asbestos register, as issued by the Asbestos Team is stored in the school office 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 and clearly identify the area(s) in which they will be working by reference number.

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 the Asbestos Team in order that the asbestos register may be updated accordingly.

Under no circumstances must contractors or employees drill or affix anything to walls that may disturb materials without first checking the register to ensure it is safe to do so 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 Responsible Manager and/or the NRP who will immediately act to cordon off the affected area and contact the Asbestos Team for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building will be immediately stopped from working and immediately reported to the Headteacher and/or NRP.

Contractors on Site (S Addison – Site Manager)

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.

Contractor method statements, DBS, risk assessments and safe working systems will be inspected prior to work commencing.

All contractors will report to Reception to sign the visitors book, asbestos register and will be briefed by a member of the school office team about procedures and expectations on site.

All contractors will be issued with the local written visitor guidance that includes fire safety procedures, health and safety and safeguarding arrangements.

Contractors must comply with the school and County safety policies and safe working procedures.

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.

Where necessary, the Site Manager will ensure safe boundaries are established to ensure that work can commence without incursion / encroachment from pupils, staff or other persons.

Contractors are expected to only use their equipment.

If there are any breaches of safety, then these must be reported to the Headteacher at the earliest opportunity

Community Users and Hirers (C Grant – Business Manager)

The Business Manager will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed and shared with all relevant parties
- The risk assessment for the premises is shared with the users/hirer
- 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
- All safeguarding checks and procedures have been undertaken

- Community users and hirers are aware of the school's safeguarding procedures for reporting and know who the Designated Safeguarding Leaders are

COSHH Assessor (C Grant - Business Manager)

The COSHH Assessor is C Grant, Business 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 and Safety Team as required.

COSHH (C Grant – Business Manager)

When using a hazardous substance, employees will ensure that adequate precautions are taken to prevent ill-health and injury to themselves and others.

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

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

- When using harmful substances, whether it is a material, cleaning fluid or chemical substance, personnel must ensure that adequate precautions are taken to prevent ill-health
- No new materials or chemical substances are to be brought into use unless a COSHH assessment under the Control of Substances Hazardous to Health Regulations 2002 has been carried out and clearance given for use by the Responsible manager
- Staff must not attempt to use a harmful substance unless suitably trained to do so
- Harmful substances are to be stored in the secure storage when not in use

Curriculum Activities (N Bailey – Deputy Headteacher)

All safety management, risk assessments and maintenance of equipment for curriculum-based activities will be conducted under the control of Deputy Headteacher and Assistant Headteacher and subject teachers. They will use the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and Hampshire County Council.

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 and Technology, Science, Music, Physical Education and Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and Hampshire County Council. Phase Leader 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.

Risk assessments will be produced for (or referred to, where a suitably broad risk assessment already exists):

- all off site activities
- activities that include the use of equipment
- activities that include physical activity, with or without the use of additional equipment
- activities that include working with materials, chemicals, liquids or other substances
- activities that include the presence of a third party

Defective Equipment (S Addison – Site Manager)

Defective equipment must immediately be removed from use in order to prevent accident or injury. Where movement of equipment is not possible, pupils, staff and any other persons will be removed from the vicinity and the faulty equipment clearly identified with an explanatory notice and / or cordon.

- Defects in equipment must be reported to the, Health and Safety Officer (Business Manager) or the Site Manager
- Defective equipment is to be removed from use, quarantined immediately and clearly marked as faulty until it is repaired or replaced
- A report is to be entered in the on-site asset register and appliance testing record.

Display Screen Equipment Assessor (C Grant – Business Manager)

The DSE Assessor is C Grant, Business Manager.

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.

All staff will complete the Display Screen Equipment (DSE) e-learning course annually.

The Business Manager will conduct periodic workstation assessments using CSAF-001 Workstation Assessment Form. Workstation assessments will be actioned as necessary by the Business Manager 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 (S Addison – Site Manager)

The Responsible Manager will ensure that:

- Only authorised and competent persons are permitted to install or repair electrical equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment is not used if found to be defective in any way
- Defective equipment is reported and immediately taken out of use until repaired or disposed of
- All portable electrical equipment is inspected/tested at intervals of 12 months
- Equipment testing is conducted by an appointed contractor
- Equipment inspection can only be conducted by a competent person. The competent person is the Site Manager or the School Business Manager.
- Personal electrical equipment is not brought onto the premises or used unless it is approved by management and has been inspected and / or tested.
- New equipment is added to the work equipment inventory and PAT testing/inspection schedules.
- Any repairs to equipment will only be carried out by a competent engineer / contractor.
- Pupils will only use electrical equipment under the supervision of staff

Emergency Procedures (C Grant – Business Manager)

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school emergency evacuation plan. The school has a fire emergency

plan for fire related emergencies and an emergency evacuation plan for all non-fire emergencies.

All staff will receive a brief and/or a copy of the emergency evacuation plan at induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and to account for any amendments that may be introduced.

Personal Emergency Evacuation Plans (PEEPs) 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, police or ambulance services can be contacted by dialling 999 and asking for the service required
- All staff are first aid trained
- The administrative team can locate the nearest first aider in an emergency, or attend in person
- First aid is not to be administered by anyone except first aid trained (in date) staff
- First Aid trained staff are to receive refresher training every 3 years
- Emergency evacuation is to be carried out in accordance with the school's emergency evacuation plan (a copy is kept in the evacuation box in the school office)

Facilities Management (S Addison – Site Manager)

The Facilities Manager for the premises is S Addison, Site Manager.

The Facilities Manager will attend the Safety Awareness for Facilities Managers 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 Business Manager, Headteacher and/or the Children's Services Health & Safety Team as required.

Fire Safety (C Grant – Business Manager)

The Fire Safety Co-ordinator (FSC) is C Grant, Business Manager.

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

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

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

Arrangements regarding fire safety are set out in the Fire Safety Manual.

The Headteacher as Responsible Manager will ensure through the Fire Safety Co-ordinator that:

- All employees complete the mandatory fire safety induction e-learning course every year
- Fire safety procedures are readily available for all staff to read on a token in each room / area
- Fire safety information is provided to all employees at induction and periodically thereafter

- Fire evacuation procedures, fire safety training and fire equipment inspection and testing are carried out in accordance with corporate guidance and the premises fire safety manual
- The fire manual is reviewed annually by the Fire Safety Co-ordinator, the Headteacher, and Governors making the necessary amendments
- Information from the fire risk assessment is shared with employees annually
- Fire safety notices are posted in the key areas of the building close to the fire alarm activation 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

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

First Aid (E Smith – SENDCo & Inclusion)

Arrangements regarding first aid provision are set out in the Administration of Medicines policy.

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

First aid provision will be regularly monitored, and equipment checks recorded by a nominated member of the office team.

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

Food Safety

Preparation of meals for consumption by pupils, staff or visitors all takes place in the main kitchen. Preparation is subcontracted to a third party who in their activity, conform to the required food hygiene and safety requirements.

Preparation of food in relation to the curriculum or for extra-curricular clubs is risk assessed.

Preparation of food in relation to the curriculum or for extra-curricular clubs is in accordance with a suitable method statement that sets out the expectations for sourcing, handling, preparing, cooking and storing food.

Allergies are managed in accordance with medical conditions declared by parents / carers.

Equipment and appliances in the kitchen where pupil meals are prepared is of a standard suitable production of large meal numbers each day.

Equipment and appliances in the kitchen where pupil meals are prepared is serviced annually by a subcontractor.

The main kitchen where pupil meals are prepared is deep cleaned annually by a subcontractor, including the extraction system and ductwork.

General Equipment (S Addison – Site Manager)

All general equipment requiring statutory inspection and/or testing on site (e.g. 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 the Property Services Service Level Agreement (SLA) to which the school subscribes, or as locally arranged where the equipment is not covered under the SLA

Equipment is not to be used if found to be defective in any way.

Defective equipment is to be reported to the Site Manager via the Black Book (located on the Site Manager desk) or on a Site Management Job Sheet and immediately taken out of use.

Repairs may be carried out (by a competent person) where safe and appropriate. Where repair is not possible, an appropriate method of disposal will be followed.

Glazing (S Addison – Site Manager)

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 in the Site Management folder on the school network and is reviewed and updated 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. Glazing replacement will be carried out by a contractor appointed by Property Services or the School where the glazing is not covered under the SLA.

Glass and glazing on site has been surveyed and risk assessed to ensure that it is suitable safety glass for the area in which the glazing is located, this includes taking account for the activities undertaken and types of children at the school.

Housekeeping (C Grant – Business Manager)

Good housekeeping is an essential factor in effective health and safety.

The Health and Safety Officer will remind all staff of the importance of good housekeeping.

The following conditions will be adhered to:

- All corridors and passageways kept free from obstruction
- Shelves in storerooms and cupboards stacked neatly and not overloaded
- Floors kept clean, dry, and free from slip and trip hazards
- Emergency exits, and fire doors not obstructed in any way
- Supplies stored safely in their correct locations
- Rubbish and litter cleaned and removed at the end of each working day
- Poor housekeeping or poor hygiene conditions reported and addressed
- Desktop and work surfaces are clear of loose items at the end of each day to enable effective cleaning

Inspections and Monitoring of Health and Safety

It is the responsibility of all employees to monitor the condition of their workplace throughout the day.

The Site Manager is responsible for daily health and safety monitoring checks.

The termly Health and Safety ~~web~~-monitoring ~~form~~ will be completed by the Business Manager, the Site Manager, the Governor responsible for Health and Safety. The monitoring form covers all areas of the school grounds and buildings and is an integral part of the School's and Children's Services Health and Safety Team's monitoring programme.

Daily monitoring of the premises is undertaken by staff through working routines and awareness. General safety concerns and issues will be recorded in the Site Manager's Black

Book or on a Site Management Job Sheet and reported to the Site Manager or Business Manager.

Documented inspections of the premises will be carried out every term in accordance with the premises inspection schedule. Inspection findings are to be recorded on the Premises Safety Inspection Checklist and associated forms.

Defects identified are to be immediately reported to the Site Manager and recorded with an entry in the Black Book or with a Site Management Job Sheet.

Any identified high-level risks or safety management concerns are to be actioned immediately by the Responsible Manager in consultation with other appropriate staff.

It is the Business Manager's responsibility to complete the termly Health and Safety web monitoring form return to County. This will focus on different areas each term and is an integral part of the School and CSHST monitoring programmes.

Monitoring and inspections of individual aspects of the site will be delegated to the appropriate person by the Responsible Manger.

Kitchens

Hook Junior School is responsible for the kitchen, which services both the Infant School and Junior School

The main kitchen area is only to be used by authorised and suitably trained employees or third party with agreement by the School.

Meals for pupils in the Junior School and the Infant School are prepared in the main kitchen.

The main kitchen is managed by Pabulum, the appointed on-site catering contractor. All other kitchen areas, canteens and food preparation areas are managed by Hook Junior School.

Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

Where kitchens are managed by third parties, relevant safe systems of work and risk assessments will be shared between the third party and school.

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 the responsibility of the School and is operated by Pabulum.

Food safety standards in the main kitchen are the responsibility of Pabulum, the appointed contractor.

Persons authorised to enter the kitchen during service preparation, service, or clear down are the Headteacher as Responsible Manager, Business Manager (for operational and management issues), the Site Manager (when a maintenance issue has been identified) and the Admin Assistant (who is processing meals for the day). No other access is permitted. Casual access for any other reason is not permitted.

All catering staff are to operate within the requirements of the Food Standards Act 1999 and follow the Food Standards Agency and Hampshire County Council guidance.

In the interests of safety hot drinks will only be taken into areas populated by pupils when decanted into a container with a secure lid.

Legionella Nominated Responsible Person (S Addison – Site Manager)

The Nominated Responsible Person (NRP) for Legionella is S Addison, Site Manager.

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

The Nominated Responsible Person for Legionella on the premises acts on behalf of the Headteacher to provide the necessary competence to enable Legionella to be managed safely.

The NRP will ensure that all periodic and exceptional recording, flushing, cleaning, and general legionella management tasks, are correctly completed and recorded in accordance with departmental and corporate requirements. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or Property Services as required.

Legionella (S Addison – Site Manager)

The Legionella Nominated Responsible Person (NRP) will manage and undertake all processes regarding Legionella in accordance with Hampshire County Council corporate procedure.

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

The Site Manager will annually complete the Legionella e-learning course and all training records are to be retained.

The Legionella Nominated Responsible Person will:

- Record sentinel point temperatures on the online reporting system
- Regularly flush unused outlets
- Report any alterations to the water system
- Undertake descaling and disinfection

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.

The Site Manager will advise the Responsible Manager 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 Responsible Manager and/or the Children's Services Health and Safety Team as required

Lone Working

A risk assessment will be carried out to categorise each lone worker 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 employees who undertake lone working on this site is recorded in the Corporate Lone Working Procedure and Risk Assessment.

Lone working increases the risks to the individual and as such needs to be kept to a minimum, both in terms of the frequency of lone working and the time spent undertaking the activity. To further reduce the risks lone workers should not undertake hazardous tasks whilst working alone, such as:

- Working at Height
- Using hazardous equipment/tools (i.e. hedge trimmers)

When lone working is undertaken it must only take place:

- With the Headteacher's approval
- And be in accordance with the Corporate Lone Working Procedure where staff have been appropriately categorised and control measures have been identified and put into place

The lone working arrangements for staff who may undertake lone working on this site are identified in the Corporate Lone Working Policy.

- All lone working is to be approved by the Headteacher
- Lone working risk assessments are to be carried out prior to any lone working
- The appointed communication link is to be available at all times

Moving and Handling

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

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

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

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

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.

- Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and a moving and handling risk assessment has been carried out.
- Where any doubts exist about the handling of awkward or heavy loads, then advice is to be sought from management prior to any manual handling operations commencing
- All information is contained within the Corporate Moving and Handling Procedure
- When safe, practical and beneficial, assistance with the moving task will be sought from other staff
- Where regular moving tasks occur, appropriate equipment will be acquired to ensure that the moving task can be safely carried out on a regular basis

There is no expectation that pupils move or handle anything other than their own possessions, however there may be instances where pupils are invited to do so when it is safe. When this is the case, pupils will be given clear and specific direction on how to move and handle items safely and will never be invited or permitted to move or handle any item that exposes them to any unnecessary risk.

Minibuses

The school does not own a minibus, nor does the school hire a minibus for School use.

If the School should hire a minibus, the driver will hold a suitable license and have completed suitable training prior to being permitted to drive and carry out checks on the vehicle. MiDAS training is recommended.

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

Off-site Activities (J Cooke – Assistant Headteacher)

Arrangements regarding off-site activities are managed in accordance with the Hampshire Outdoors procedures and guidance and the Educational Visits Policy.

All off site visits are risk assessed in advance and the risk assessment reviewed by the Educational Visit Coordinator.

On-Site Health and Safety Officer (C Grant – Business Manager)

The Health and Safety Officer is C Grant, Business Manager.

The on-site Health and Safety 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.

Provision of Information (C Grant – Business Manager)

The Health and Safety Officer (Business Manager) will ensure that employees are periodically provided with information regarding safety arrangements. This information is shared through INSET activities, staff meetings, meeting minutes, signature based receipt of information and email with 1-2-1 or team dissemination when necessary.

Visitors and Contractors are provided with Health and Safety Information on arrival with an informational leaflet and in-person briefing by the office team or receiving individual.

The Health and Safety Law poster is displayed in the office and in the staff room.

Local Health and Safety advice is available from the Responsible Manager and the Business Manager.

The Children's Services Health & Safety Team can provide both general and specialist advice which is available add the link.

Risk Assessor (C Grant – Business Manager)

The Risk Assessor is C Grant, Business Manager.

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

The Risk Assessor acts of behalf of the Responsible Manager 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 Responsible Manager and/or the Children's Services Health and Safety Team as required.

Risk Assessment (C Grant – Business Manager & S Addison – Site Manager)

General risk assessment management will be co-ordinated by the Business Manager in accordance with guidance contained in the Children's Services Safety Guidance Procedure SGP 01-07

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 any employee with the appropriate knowledge under guidance from the Health and Safety Officer

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

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

Employees will be informed, where appropriate, of hazards and control measures identified in risk assessments.

Risk assessments will be shared with employees and relevant third parties periodically and when there are changes.

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

The trained risk assessors on site are the Responsible Manager, Business Manager and Site Manager who 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 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.

Where necessary, risk assessments will refer to associated policies, procedures, arrangements and individuals that address safeguarding, child protection, security or other related aspects of our operations.

Safe Working Procedures (C Grant – Business Manager)

All staff and supervisors must ensure that safe working procedures are developed through:

- Risk assessing the tasks
- Identifying the hazards
- Defining a safe method of work
- Documenting the assessment
- Implementing the safe system of work
- Monitoring the safe system of work
- Reviewing the assessment and method statement

Once developed, safe working procedures will be circulated to protect all personnel working within the school from risks to their health and safety. They must familiarise themselves with laid-down procedures and ensure that personnel under their control are fully aware of these procedures.

Security

The school perimeter is secured with fencing at a height of between 1.2m and 2.0m. In many areas, the fencing is adjacent to hedgerows or overgrowth, providing a further layer of intrusion deterrent.

Access gates are secured during the school day with magnetic locks or padlocks. Anyone accessing site must either be a known party who has been issued with an access fob, or been invited to enter by a member of school staff.

Gates are opened by school staff between 08:30 and 08:40 in the morning for pupils to arrive and entrance points are supervised by staff. Gates are opened by school staff at 3:10 in the afternoon for parents to enter the school grounds and collect children from the playground and closed again at 3:30. Pupils remaining in school for after school clubs are collected by parents at the main gate under the supervision of the club leader.

Key entry points to school buildings (e.g. reception) are secured with magnetic locks during the school day.

All buildings are secured with keyed locks or magnetic locks during periods of low / no occupancy.

The school cleaning team have responsibility for locking up the school buildings at the end of each day and do so with instruction and guidance from the Site Manager and Business Manager. On those occasions where events are taking place, school staff or hirers will lock all school buildings.

School buildings are alarmed when unoccupied. The alarm is remotely monitored (by Custodian) and in the event of an alarm activation, a third party will attend, assess the situation and ensure that the buildings are secure. Where necessary, the Site Manager or Business Manager will be advised if further action is required following an alarm activation.

Any instance of trespassing, vandalism or theft will be reported to the Police and the details recorded for future reference, including any case number assigned by the Police.

CCTV is operational throughout the school and covers many external areas. There are no internal CCTV cameras. Notices are displayed throughout the grounds and buildings indicating the presence of CCTV.

Access outside of normal school hours is with specific parties and by agreement only. This will include, but is not limited to:

- School facilities hirers (e.g. for late evening or weekend clubs)
- Contractors (e.g. for waste collection and grounds maintenance)

Named key holders for emergency attendance on site

- Profile Security (01133 839 036 or 0845 862 0845)
- S Addison, Site Manager
- C Grant, Business Manager

Smoking

The school operates a joint site 'No Smoking Policy' with the infant school.

Smoking includes cigarettes, cigars, e-cigarettes, pipes and vaporizers

Smoking and the taking of nicotine is not permitted on the premises in any form.

Stress & Wellbeing (E Smith – SENDCO & Inclusion Leader)

E Smith is the Mental Health and Wellbeing Leader.

Hook Junior School is committed to promoting high levels of health and wellbeing for pupils and staff, 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 and Safety Executive's Management Standards, guidance and requirements.

On-site arrangements to monitor, consult and reduce stress situations are communicated to staff including e-learning resources and HCC intranet resources for managing stress building resilience. Line managers discuss, advise and monitor wellbeing and stress with staff on an ongoing basis.

Supervision of children, before and after school, breaks and lunchtimes and at other times

The responsibility for playtime rotas and lunchtimes rotas is E Smith (SENDCO and Inclusion Leader)

No child will leave the premises during the school day, without the knowledge of the class teacher and being signed out by a parent or legal guardian at reception.

School starts at 8.40 am when children enter school gates and walk directly to their classes.

School ends at 3.20 pm when children will be taken to the playground by the teacher or adult covering. Children will only be allowed to leave the supervision of the teacher or covering adult when they are satisfied that the collecting adult is present.

If a child's collection arrangements change, the teacher or office staff must ensure that permission has been given by the parents or legal guardian and is provided in writing.

Children will only be permitted to walk home alone if the parent has provided this in writing to the school.

Playtime supervision is according to the duty rota on the staff notice board.

Children will not be allowed out to play until the supervising adult is present.

Lunchtime supervision is organised by the SENDCo and Inclusion Leader.

In the event of inclement or extreme weather, or unsafe conditions on the school playground, a member of staff on duty will decide whether children should remain in class for break. A 'wet play' rota will apply, ensuring that every classroom is adequately supervised. Lunchtime Supervisors will have responsibility for the children and will organise the suitable activities.

During lesson time, children are the direct responsibility of the class teacher or covering adult and must be adequately supervised.

Children may need to leave direct class supervision for a number of reasons, such as: to use toilet, access the library facilities and other school resources and attend the office for example. The adult in charge of the class will be responsible for making the decision to allow a child to leave their supervision for such reasons.

Children will not be allowed to move, lift, assemble or otherwise handle or use equipment or PE apparatus unless they are supervised by an adult.

Temperature checks and controls

To provide a safe and comfortable working and learning environment, the Site Manager will conduct regular checks of room temperatures and controls to ensure that occupants are able to make full, comfortable and effective use of each space within the school.

Traffic Management (C Grant – Business Manager)

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

The plan will include:

- 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 the Traffic Management Plan will be kept in the school office.

Arrangements will be shared with employees and relevant third parties.

Arrangements regarding on-site traffic safety are based on the findings from the traffic on site checklist will be set out in the Joint Schools' Travel Plan.

These measures will be shared with staff and the relevant provisions communicated to parents/visitors where necessary to:

- Ensure that all staff, children and visitors use identified access routes and footpaths

- Only vehicles driven by staff, visitors, contractors and those requiring accessible parking are allowed into the school car park in their vehicle
- When pupils leave the school on a trip, they will board the coach in a safe location; this will either be in the school grounds, in the Community Centre Car Park or on Griffin Way.

Training

Health and safety induction training will be provided and recorded for all new employees, including temporary workers and volunteers in accordance with the New Staff Induction Checklist.

The Responsible Manager will ensure that all employees are provided with adequate information, instruction, and training regarding their safety at work. Training needs analysis will be conducted, from which a comprehensive health and safety training plan will be developed and maintained.

Health and Safety training needs for each role are documented in the HCC Children's Services Department Training Matrix.

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

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

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

Upkeep of buildings and grounds

The school has a programme of proactive repair, maintenance and improvement.

The school subscribes to the Hampshire County Council Property Services maintenance service level agreement to provide maintenance and repair of buildings and grounds within the SLA.

Where the Property Service maintenance contract does not the school will either allocate the work to the Site Manager or if necessary, appoint a contractor.

The Site Manager is expected to undertake general repair, maintenance and routine decoration under the remit of his role profile.

Violent Incidents

Violent, aggressive, threatening, or intimidating behaviour towards employees, whether verbal, written, electronic or physical, will not be tolerated.

In accordance with the Corporate Procedure on violence and aggression, employees 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 employees and reviewed on a regular basis.

Staff must report all violent and aggressive incidents using the confidential online reporting system as soon as possible.

Incidents will be appropriately investigated, and control measures reviewed to reduce the risk of similar incidents occurring in the future.

Child on child violent incidents will be reported to either the Headteacher, Deputy Headteacher or Assistant Headteacher and will be dealt with via the Behaviour Policy.

Visitors (C Grant – Business Manager)

Visitors to the premises must report directly to reception and sign in; they must also report to reception at the end of their visit to sign out.

Visitors will be provided with a badge identifying them as a visitor.

The office staff will request to see a DBS check if this has not already been received. If the visitor does not have a DBS they must be under the supervision of school staff who are DBS checked at all times.

Visitors will be provided with a safeguarding and health and safety advice leaflet, health, safety and fire safety information.

Visitors will be briefed regarding operational and logistical arrangements for the day by either an office team member or the staff member they are visiting and accompanied to their destination.

It is the duty of all of the personnel within the school to ensure the health and safety of all visitors.

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 by the Business Manager.

Appropriate procedures and adaptations will be implemented for the health, safety, and welfare of vulnerable persons on school premises.

Work Equipment

All work equipment will be routinely inspected by the Site Manager.

All employees will check work equipment prior to use. Any defective or suspected defective equipment must be removed from use, reported to the Business Manager or the Site Manager and repaired or disposed of as soon as possible.

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 on a regular basis.

Work at Height (S Addison – Site Manager)

The competent person for work at height on the premises is S Addison, Site Manager.

They 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 Responsible Manager 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 responsible Manager and/or the Children's Services Health & Safety Team as required.

The Site manager will fulfil specific roles and responsibilities under Health and Safety as appropriate for our premises.

Work at height will be undertaken in accordance with the Hampshire Corporate Procedure. All general work at height will be carried out in accordance with the on-site general risk assessment. A separate risk assessment will be carried out for higher risk tasks.

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

When using access equipment, such as ladders or stepladders, the correct equipment is always to be used for the job to be undertaken, risk assessed and used in accordance with the training provided.

Contractors will be advised of all access points within and around the building. These will include fire safety advice in the roof void and the locations of the external ladder fixing brackets.

Contractors working at height are to be appropriately supervised. The working area must always be made safe with appropriate high-visibility signage and barriers.

The competent person for work at height on the premises who has attended the Caretaker Support Service Ladder and 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 and 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.

Children's Services staff will not be permitted to work on roofs, unless they have suitable edge protection and safe access arrangements.

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

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