

Health and Safety Policy

Date Reviewed:	March 2026
Next Review:	March 2027
Review Cycle:	Annual
Reviewing committee:	FGB
Lead Governor Responsible:	G Maria
Reviewers:	C Grant, L Powell, G Maria
Linked Policies and documents:	Safeguarding Policy; Child Protection Policy; Emergency Evacuation Plan; Traffic Management Plan; First Aid Policy; CCTV Policy; Drugs, Alcohol and Smoking Policy; Fire Safety Manual; Joint Schools' Travel Plan; Kitchen Hygiene Information – H&S folder; Legionella Log Book (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
Policy is based upon:	Hampshire Model Policy
Ratification Date:	
Signed by Headteacher:	
Signed by Chair of Governors:	
Model Reference:	H&S Policy Template 6.1 – October 2025

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.

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
 - Maintain control of health and safety risks arising from our activities
 - Comply with statutory requirements as a minimum standard of safety
 - Consult with all staff on matters affecting their health, safety, and welfare
 - Provide and maintain safe systems, equipment, and machinery
 - Ensure safe handling, storage, and use of substances
 - Provide appropriate information, instruction, and supervision for everyone
 - Ensure staff are suitably trained and competent to do their work safely
 - Continually develop a safety culture to remove or reduce the possibility of accidents, injuries, and ill-health
 - Assess risks, record significant findings, and monitor safety arrangements
 - Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
 - Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters
- Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and governors will be instrumental in its implementation.

Organisation

Employer Responsibility – Hampshire County Council

- 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 Safety Committee

The safety committee consists of the Business Manager, Site Manager and Governor responsible for Health and Safety.

The role of the safety committee is to assist in the assessment of safety related matters and provide appropriate support to the Headteacher. The committee meets periodically to monitor on-site health and safety performance and recommend any necessary actions; it is informed of changes in practices and procedures, new guidance, accidents, incidents and risk-related matters.

Health and Safety Governor

- Ensure that Hampshire County Council's Health and Safety policy is enacted.
- Ensure that safety is effectively managed in school and that there are processes in place to evaluate the effectiveness of Health and Safety arrangements.
- Ensure that the school's Health and Safety policy is formally reviewed at least every 3 years (recommended annually) and updated where appropriate.
- Ensure that reasonable steps are taken to safely manage premises, plant, equipment and substances provided for work use are safe and without risk to health.

- Ensure that the school has suitable and sufficient risk assessments in place; findings are documented and communicated to staff and others; controls implemented and regularly reviewed.
- Ensure regulations and guidelines appertaining to school activities, off-site activities and educational visits are followed.
- Make decisions on Health and Safety where there is a significant implication in terms of cost.
- Make decisions on Health and Safety standards to be included in contract specifications when they have responsibility for awarding their own contracts.
- Comply with any directions given by Hampshire County Council concerning Health and Safety.
- Promote wellbeing for staff and pupils in terms of their physical, mental and emotional wellbeing.
- Contribute to the school's Health and Safety culture.

Responsible Manager (L Powell – Headteacher)

- Ensure the school adopts the employer's policies and procedures
- Develop a safety culture throughout the school
- Consult employees and provide information, training, and instruction so that employees can perform their 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 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 ensure staff are provided with adequate safety information, manage risks relating to their areas, ensure compliance with policies, complete periodic risk assessments and inspections, and implement necessary controls.

Health and Safety Officer (C Grant – Business Manager)

The Health and Safety Officer manages, advises and co-ordinates local safety matters on behalf of, and under the direction of, the Responsible Manager; they represent staff on health and safety at work and work within their level of competence, seeking guidance from the Responsible Manager and/or the Children's Services Health and Safety Team as required.

Health and Safety Representative (C Grant)

The premises Health and Safety Representative represents staff with regard to their health and safety at work, promotes a positive safety culture and performs the duties appropriate to their role in accordance with current guidance and legislative requirements.

Site Management (S Addison – Site Manager)

The Site Manager undertakes a wide range of health and safety related duties on behalf of, and under the direction of, the Business Manager and Responsible Manager, within the parameters of training, risk assessments and on-site safe working practices.

All Employees

- Support the school's health and safety arrangements
- Ensure their own work area remains safe at all times
- Not interfere with health and safety arrangements or misuse equipment
- Comply with all safety procedures for their own protection and that of others
- Report safety concerns to their staff representative or other appropriate person
- Report any incident that has led, or could have led, to damage or injury
- Assist in investigations due to accidents, dangerous occurrences, or near-misses
- Not act or omit to act in any way that may cause harm or ill-health to others

Teachers and Supervisors

Teachers and supervisors apply safety procedures day-to-day in their areas, liaising with the Health and Safety Officer for new processes so that risks are assessed and necessary precautions are implemented; they ensure new staff are instructed in their responsibilities and monitor them appropriately.

Regular Volunteers

Regular volunteers are expected to act responsibly in respect of health and safety, following advice and direction from school staff and reporting any concerns to staff for escalation where appropriate.

Specific Health and Safety Responsibilities and Procedures

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

Accident Investigators will attend accident investigator training every 3 years and lead on-site investigations in accordance with departmental and corporate procedures.

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 more serious accidents/incidents to pupils will be reported on the HCC Accident/Incident online reporting system, or via the paper version stored in the school office (to be entered online as soon as possible).

Where an investigation is completed, this will be recorded and submitted on the online reporting system within 7 days.

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

Minor accidents to pupils are recorded in the medical incident books located in the school office and staff room; used books are stored in the office.

The Children's Services Health & Safety Team review every incident reported online and identify those notifiable to the HSE under RIDDOR; if reportable, they notify the HSE and send a copy to the school (in non-HCC controlled schools, the Employer must report to the HSE).

The Deputy Headteacher or Business Manager will ensure the governing body is appropriately informed of serious incidents.

All accident/incident reports are monitored by SLT for trend analysis to prevent reoccurrence.

Premises hirers and community users must report all incidents related to unsafe premises or equipment to an Accident Investigator for appropriate reporting and investigation; incidents related to users' own activities are to be reported in line with their procedures.

All near-misses are to be reported to an Accident Investigator; a documented investigation will be carried out in line with school and county procedures; actions 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 administers prescribed medicines only; parents must sign an authorisation form held by the school office. Class-kept emergency medications (e.g., inhalers) are managed in line with policy, with office support as required. The office maintains an up-to-date list of children with medical conditions accessible to staff.

Asbestos Management (S Addison – Site Manager)

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

On appointment the NRP attends the Hampshire Scientific Services asbestos awareness taught course and completes annual asbestos e-learning thereafter.

Asbestos management on-site is controlled by the NRP; the asbestos register issued by the Asbestos Team is stored in the school office and must be shown to all contractors who may work on site. Anyone undertaking intrusive work must read and sign the register prior to commencing work and clearly identify the area(s) by reference number.

The Responsible Manager and the NRP complete the asbestos checklist relevant to their roles on appointment; copies are retained with the asbestos register.

Any changes to the premises that may affect the register are notified to the Asbestos Team so the register can be updated.

No drilling or affixing to walls that may disturb materials is permitted without first checking the register and/or obtaining NRP approval.

Any suspected damage to ACMs is to be reported immediately to the Responsible Manager and/or NRP; the area will be cordoned off and the Asbestos Team contacted for guidance; any contractor suspected of unauthorised fabric work will be stopped and reported.

Contractors on Site (S Addison – Site Manager)

Contractors will be selected from the HCC Minor Works framework where possible. If this cannot be used, the Selection of Safe Contractors Assessment Checklist will be used to

ascertain competence and suitability prior to engagement, with advice from the Management Surveyor as needed.

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

All contractors report to Reception to sign the visitors book and asbestos register and receive a local induction including fire safety, health and safety and safeguarding arrangements.

Contractors must comply with school and County safety policies and procedures. Host staff monitor work areas and provide appropriate supervision, especially where activities may directly affect staff or pupils.

Where necessary, the Site Manager will establish safe boundaries to prevent encroachment by pupils, staff or others. Contractors are expected to use only their own equipment.

Any breaches of safety must be reported to the Headteacher at the earliest opportunity.

Community Users and Hirers (C Grant – Business Manager)

- Third parties and extended service users operate under hire agreements.
- Activity risk assessments are completed and shared with all relevant parties, and the premises risk assessment is shared with users/hirers.
- The premises is inspected prior to and after each use; means of access/egress and transit routes are kept safe and clear.
- All provided equipment is safe for use; first aid procedures are agreed; hirers are made aware of fire safety procedures and equipment.
- Safeguarding checks and procedures are completed; hirers are aware of the school's safeguarding reporting procedures and DSL contacts.

COSHH Assessor (C Grant – Business Manager)

The COSHH Assessor attends COSHH assessor training every 3 years and is the competent person for assessment of hazardous substances on the premises, seeking guidance from the Headteacher and/or the Children's Services H&S Team as required.

COSHH (Hazardous Substances)

- Safety data sheets must be obtained, a written COSHH assessment completed by the trained assessor, and Headteacher approval given before use of any hazardous substance.
- Employees must follow identified control measures and use required PPE; training is provided before use of hazardous substances.
- All hazardous substances are stored in locked, clearly labelled stores in accordance with the relevant safety data sheets.
- No new materials or chemical substances are to be brought into use unless assessed under COSHH and cleared for use by the Responsible Manager.

Curriculum Activities (N Bailey – Deputy Headteacher)

Curriculum leads act on behalf of the Headteacher to ensure curriculum subjects are carried out safely in line with CLEAPSS, HIAS and HCC guidance; staff are made aware of hazards and controls; conditions affecting safety are reported to the Headteacher.

Risk assessments will be produced for or referred to for off-site activities, activities involving equipment or physical activity, materials/chemicals, and third-party involvement.

Defective Equipment (S Addison – Site Manager)

Defective equipment must be immediately removed from use or quarantined and clearly marked until repaired or replaced; defects are reported to the Health and Safety Officer or Site Manager and recorded in the on-site asset register and testing records.

Display Screen Equipment (DSE)

All DSE users complete the DSE e-learning course annually and carry out periodic workstation assessments using the Corporate Workstation Assessment Form; findings are actioned by the Business Manager and reviewed at intervals not exceeding three years.

DSE users may request regular eyesight tests and be reimbursed towards spectacles if required for DSE use.

Electrical Equipment (S Addison – Site Manager)

- Only authorised and competent persons may install or repair electrical equipment; pupils only use equipment under staff supervision.
- Equipment must not be used if found to be defective; defective equipment is reported and immediately taken out of use until repaired or disposed of.
- All portable electrical equipment is inspected/tested at 12-month intervals; testing is conducted by an appointed contractor; inspection may be conducted by a competent person (Site Manager or Business Manager).
- New equipment is added to the inventory and PAT inspection schedule; personal electrical equipment may only be used if approved and inspected/tested.

Emergency Procedures (Non-fire)

The Headteacher ensures procedures for non-fire emergencies (e.g., gas leak, bomb threat, flooding) are in place; staff receive induction and periodic updates.

PEEPs will be completed and reviewed for any vulnerable persons to ensure provision of safe, assisted evacuation during emergencies.

General non-fire evacuation is carried out per the Emergency Evacuation Plan; staff receive copies/briefings at induction and upon review.

Fire, police or ambulance services can be contacted by dialling 999 and asking for the required service.

First aid is administered only by in-date trained staff; refresher training is completed every 3 years.

Fire Safety (C Grant – Business Manager)

- The Fire Safety Coordinator (FSC) is the competent person for fire safety and maintains the Fire Safety Manual, acting on behalf of the Headteacher.
- All employees complete the mandatory fire safety induction e-learning annually; fire safety information is provided at induction and periodically thereafter.
- Evacuation procedures, training and equipment inspection/testing are carried out in accordance with corporate guidance and the Fire Safety Manual.
- The Fire Safety Manual and Fire Risk Assessment are reviewed annually; key information is shared with employees annually; trained Fire Marshals assist evacuation.

First Aid (J Carne – Behaviour, Attendance and Pastoral Leader)

- Arrangements are set out in the Administration of Medicines / First Aid Policy; First Aid Needs Assessment is completed annually by the Behaviour Leader.
- Provision is regularly monitored; equipment checks are recorded by a nominated member of the office team.
- Only in-date, trained first aiders administer first aid within the parameters of their training.

Glazing (S Addison – Site Manager)

Glass and glazing have been surveyed by Property Services and risk assessed by the school; the survey is stored in the Site Management folder and reviewed when premises/glazing changes occur; damaged glazing is reported, made safe and replaced as soon as possible; glazing is appropriate to location and use.

Hot Water and Hot Surfaces

Control measures include: clearly marking hot water sources; only allowing unsupervised pupil access to temperature-controlled hot water; boxing-in hot pipes/surfaces; and recording hazards/controls in the premises and classroom risk assessments.

Housekeeping & Hygiene (C Grant – Business Manager)

Good housekeeping standards are maintained: corridors/passageways kept clear; shelves stacked neatly and not overloaded; floors clean, dry and free from slip/trip hazards; emergency exits and fire doors unobstructed; supplies stored safely; rubbish cleared daily; poor conditions reported and addressed; desks clear at day-end to enable effective cleaning.

Inspections and Monitoring of Health and Safety

All staff monitor their workplace condition throughout the day. Daily checks are undertaken by the Site Manager. Termly documented inspections are completed using the Premises Safety Inspection Checklist by the Business Manager, Site Manager and the H&S Governor; defects are recorded via the Black Book or Job Sheet and acted upon; SLT monitors trends; returns to County are completed as required.

Kitchens and Food Safety

The main kitchen serves both the Infant and Junior Schools and is managed by Pabulum under contract; access is restricted to authorised persons and safe systems of work apply; other kitchen areas (pupil kitchen, staff room, utility room) are managed by the school with additional risk assessments where curriculum food preparation occurs. Catering staff operate under the Food Standards Act and relevant FSA/HCC guidance; extraction/ductwork receives annual deep clean by subcontractor.

Legionella (S Addison – Site Manager)

The Nominated Responsible Person for Legionella completes annual e-learning and ensures periodic/exceptional recording, flushing, cleaning and general Legionella management tasks are completed and recorded per corporate requirements; alterations to the water system are reported; competent cover is arranged during absence.

Lone Working

Lone working occurs only with Headteacher approval following risk assessment and where unavoidable; staff are categorised per the Corporate Lone Working Procedure with identified controls; hazardous tasks (e.g., work at height, hazardous tools) are not undertaken when lone working; arrangements are recorded in the corporate procedure/risk assessment.

Minibuses

The school does not own or routinely hire a minibus. If a minibus is hired, the driver must hold a suitable licence and training (MiDAS recommended); pre-use checks are recorded before every journey; vehicles are serviced/inspected per requirements.

Moving and Handling

All staff complete annual moving and handling e-learning; significant tasks are risk assessed and supported with appropriate training and mechanical aids; the Site Manager attends formal task-specific training; staff seek assistance for awkward/heavy loads; pupils are not expected to move/handle items beyond their own possessions.

New and Expectant Mothers

On notification of pregnancy, an individual risk assessment is undertaken by the Business Manager with the individual and reviewed regularly throughout pregnancy and return to work; reasonable adjustments are made as necessary.

Off-site Activities (N Bailey – Deputy Headteacher)

Off-site activities follow Hampshire Outdoors procedures and the Educational Visits Policy; all visits are risk assessed in advance and reviewed by the Educational Visits Coordinator.

Provision of Information (C Grant – Business Manager)

Safety information is provided via INSET, staff meetings/minutes, email and acknowledged receipt where appropriate; visitors/contractors receive a safeguarding and H&S leaflet and oral briefing on arrival; H&S Law posters are displayed in the office and staff room; local advice is available from the Responsible Manager and Business Manager; specialist advice is available from the Children's Services H&S Team.

Risk Assessor (C Grant – Business Manager)

The Risk Assessor attends training every 3 years and oversees the completion of risk assessments, working within competence and seeking guidance as required.

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

Risk assessments are completed where significant risk is identified or foreseeable; assessors with appropriate knowledge complete assessments; all assessments are approved/signed by the Responsible Manager; assessments are listed in the Risk Register and reviewed to schedule; findings and controls are shared with staff and relevant third parties; safeguarding/security/medical links are referenced as necessary.

Safe Working Procedures (C Grant – Business Manager)

Safe systems of work are developed from risk assessments: hazards identified; method of work defined; assessment documented; controls implemented; systems monitored and reviewed; procedures circulated and staff briefed.

Security

Perimeter fencing, gated access controls and alarm monitoring are in place; gate opening times are managed by staff; buildings are secured outside occupancy; CCTV operates externally with signage; out-of-hours access is by agreement; incidents of trespass/vandalism/theft are reported to Police; named key holders attend as required.

Smoking

The school operates a joint site No Smoking Policy with the Infant School: smoking and nicotine use (including e-cigarettes/vaporizers) is not permitted on the premises in any form.

Stress & Wellbeing (J Carne – Behaviour, Attendance and Pastoral Leader)

The school promotes high levels of staff and pupil wellbeing and reviews workplace stressors in line with Children's Services and HSE Management Standards; on-site arrangements, e-learning and intranet resources are shared; line managers discuss and monitor wellbeing routinely.

Supervision of Children (before/after school, breaks/lunchtimes and other times)

Rotas are managed by the Behaviour, Inclusion and Pastoral Leader; arrival/departure procedures ensure children are supervised and released appropriately; changes to collection arrangements require written parental consent; wet-play arrangements ensure adequate classroom supervision; children move/lift equipment only under adult supervision and instruction as appropriate.

Temperature Checks and Controls

The Site Manager conducts regular checks of room temperatures and controls to ensure comfortable and effective use of spaces.

Training

All new staff, temporary workers and volunteers receive H&S induction per the New Staff Induction Checklist; the Responsible Manager ensures suitable information, instruction and training; needs analysis informs a maintained training plan; minimum provision includes induction, local training on risk assessments/SSoW, updates after changes, role-specific training, 3-year refresher cycles and annual mandatory e-learning; training records are coordinated by the Administration Officer.

Transport – Driving for Work

In line with the Corporate Procedure, staff who drive for work must be fit to drive, hold the correct licence, ensure private vehicles are taxed, roadworthy and MOT-compliant, and have business insurance; records of checks are held by the Administration Officer.

Transport – Traffic Management (C Grant – Business Manager)

A written Traffic Management Plan (site plan with pedestrian/vehicle routes, loading/parking, check-sheet, safe system of work and risk assessments where necessary) is maintained in the school office; arrangements are shared with staff and relevant third parties; measures are aligned to the Joint Schools' Travel Plan; coach boarding locations include the school grounds, the Community Centre Car Park or Griffin Way as assessed.

Upkeep of Buildings and Grounds

The school operates a proactive repair, maintenance and improvement programme, subscribing to HCC Property Services' SLA for covered items; other works are allocated to the Site Manager or contracted as necessary; the Site Manager undertakes general repair, maintenance and routine decoration within role profile.

Violence and Aggression

Violent, aggressive, threatening or intimidating behaviour towards employees (verbal, written, electronic or physical) will not be tolerated; staff incidents are reported via the confidential online system for investigation and review of controls; child-on-child incidents are managed under the Behaviour Policy; injuries to children are reported as accidents on the online system; risk assessments and controls are documented and reviewed regularly.

Visitors (C Grant – Business Manager)

Visitors report to reception to sign in/out and receive a badge; DBS evidence is checked where applicable; non-DBS visitors are supervised at all times; visitors receive safeguarding and H&S information and are accompanied to their destination; hosts are responsible for supervision and visitor safety.

Vulnerable Persons

Risk assessments are completed where vulnerable persons (e.g., young persons, new/expectant mothers, disability or medical conditions) work at or visit the premises; appropriate procedures and adaptations are implemented to manage health, safety and welfare.

Work Equipment and Lifting Equipment (LOLER)

All work equipment requiring statutory inspection/testing (e.g., boilers, pressure systems, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus) is inspected by competent contractors; staff check equipment prior to use; defective items are removed, reported to the Site Manager/Business Manager and repaired or disposed of as soon as possible.

Work at Height (S Addison – Site Manager; C Grant – Business Manager)

- Work at height follows the Hampshire Corporate Procedure and on-site risk assessments; higher-risk tasks have separate assessments; staff use only provided access equipment—furniture is not to be used as access equipment.
- Competent persons (Site Manager and Business Manager) attend Ladder & Stepladder Safety training every 3 years, provide step-stool/stepladder user briefs and training per CSHST materials, and carry out periodic inspections of ladders/steps/podiums, removing defective items from use.
- Staff may only use leaning ladders after attending the Caretaking Support Service course; scaffolds/towers/MEWPs require specific training and are not used by staff without such training; staff are not permitted to work on roofs without suitable edge protection and safe access.
- Contractors working at height are supervised; working areas are made safe with high-visibility signage and barriers; contractors use their own access equipment.

Appendices

Appendix 1 – Emergency Evacuation Plan

Appendix 2 – Traffic Management Plan

Appendix 3 – First Aid Policy

Appendix 4 – Pool Safety Operating Procedures (if applicable)