

PADNELL INFANT SCHOOL

BOARD OF GOVERNORS



POLICY FOR HEALTH & SAFETY

Name of Unit/Premises/Centre/School	Padnell Infant School
Date of Policy Review	December 2021
Date of Next Review	December 2022
Name of Headteacher	Mrs Mandy Grayson

Administration Record

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Statement of Intent

- 1.1.1 It is Padnell Infant School's policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees, pupils and all persons likely to be affected by our activities, including the general public where appropriate. We will co-operate and coordinate with partnerships, contractors, sub-contractors, employers, Hampshire County Council (HCC) 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. The Finance Officer is the nominated H&S manager supported by the Site Manager.
- 1.1.2 Our aims are to:
- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons;
 - Comply with statutory requirements as a minimum standard of safety;
 - Maintain control of health and safety risks arising from our activities;
 - 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.
- 1.1.3 Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and governors will be instrumental in its implementation.

2 Organisation

2.1 Employer Responsibility

2.1.1 The overall responsibility for health and safety at Padnell Infant School is held by HCC who will:

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

2.2 Responsible Manager

2.2.1 The responsible manager for the premises is The Headteacher, supported by the Finance Officer and Site Manager. They will act to:

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

2.3 All Staff (including volunteers)

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

- Supporting the schools health and safety arrangements;
- Ensuring their own work area remains safe at all times;
- Not interfering with health and safety arrangements or misusing equipment;
- Complying with all safety procedures, whether written or verbally advised, for their own welfare;
- Protecting 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.

2.4 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 responsible manager. He is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. He is to work within his level of competence and seek appropriate guidance and direction from the Headteacher, The Health & Safety Manager and/or the Children's Services Health & Safety Team as required.

2.5 On-Site Health & Safety Manager

The on-site Health & Safety Manager to the school will manage, advise and coordinate local safety matters on behalf of, and under the direction of the responsible manager. They are to work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

2.6 All Teachers & Supervisors

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

2.7 Health & Safety Committee

- 2.7.1 The purpose of the safety committee is to assist in the assessment of safety related matters and provide appropriate support to the Headteacher. The Health & Safety Committee is to periodically meet to monitor and discuss on-site health and safety performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory. Health & Safety committee staff will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.
- 2.7.2 The safety committee consists of at least one governor, one staff member and The Headteacher and they meet at least annually, normally after a termly premises inspection.

2.8 Fire Safety Coordinator

- 2.8.1 The Health & Safety Manager is the Fire Safety Coordinator who is the competent person for fire safety on the premises and acts on behalf of the Headteacher. She and the Site Manager attends the fire safety coordinator training course and refresh this training every three years. The Fire Safety Coordinator & Site Manager are responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.
- 2.8.2 The Fire Safety Coordinator & Site Manager are to 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.

2.9 Facilities Management Trained Staff

The facilities management trained member of staff is the competent person for the overall management of general premises facilities and acts on behalf of the responsible manager. She is to attend the facilities management training course and refresh this training every six years. She is responsible for the local management and completion of day-to-day premises matters and duties. She is to 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.

2.10 Health & Safety Representative

The premises Health and Safety Manager (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. She is expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

2.11 Legionella Competent Person

2.11.1 The Site Manager is the nominated competent person for Legionella on the premises and acts on behalf of the Headteacher to provide the necessary competence to enable Legionella to be managed safely. He is to annually complete the Legionella e-learning course and all training records are to be retained.

2.11.2 The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with departmental and corporate requirements. He will advise the Headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users. He is to work within his level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

2.12 Asbestos Nominated Responsible Person

2.12.1 The Site Manager is the nominated responsible person for asbestos on the premises and acts on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely. He is to annually complete the asbestos e-learning course and all training records are to be retained.

- 2.12.2 The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. He is to ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements. He will advise the Headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. He is to work within his level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

2.13 Accident Investigators

The on-site trained accident investigator is the Health & Safety Manger who will lead on all accident investigations in accordance with departmental and corporate procedures.

2.14 First Aiders

Please refer to the First Aid Policy.

3 ARRANGEMENTS

- 3.1.1 The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations (MHSWR) 1999. The Regulations were introduced to reinforce the Health and Safety at Work etc. Act 1974. The MHSWR places duties on employers and employees including those who are clients, designers, principal contractors or other contractors.
- 3.1.2 These arrangements set out all the health and safety provisions for Padnell Infant School and are to be used alongside other school procedures & policies.
- 3.1.3 In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

3.2 Accident/Incident Reporting & Investigation

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

- 3.2.2 Any accident, incident or injury involving staff, visitors, contractors, and the more serious accidents/incidents to children are to be reported and recorded on the HCC Accident/incident reporting form & entered onto the HCC on- line accident/incident reporting system a printout of the form is retained in the general office.
- 3.2.3 A copy of the completed form is then automatically sent to Children's Services Health & Safety Team the person reporting the incident and the manager will receive a request to carry out an investigation and a link to record this on. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.
- 3.2.4 Minor accidents to pupils are to be recorded in the Accident Book located in the school office, or in one of the minor incident books (located in each class, Crafty Club and Joeys Field. A lunchtime first aid bag containing a minor incident book is held in Ladybird's classroom.
- 3.2.5 The more serious accidents that are notifiable to the Health & Safety Executive (HSE) will be notified to the Children's Services Health & Safety Team for them to report. A copy of the form will then be created by CSHST and sent to the HSE.
- 3.2.6 The Headteacher will ensure that the governing body is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Health & Safety Manager for trend analysis to identify repetitive causal factors in order to prevent reoccurrences.
- 3.2.7 Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the supervising member of school staff, who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

3.3 Asbestos Management

- 3.3.1 Asbestos management on site is controlled by the asbestos competent person, who is the Site Manager. The asbestos register as issued by Professional Building Report Services (PBRS) is located at Main Reception and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site.
- 3.3.2 Any changes to the premises' structure that may affect the asbestos register information will be notified to PBRS in order that the asbestos register may be updated accordingly.

- 3.3.3 Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the competent person.
- 3.3.4 Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Headteacher and/or the asbestos competent person who will immediately act to cordon off the affected area and contact the PBRs Asbestos Team for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the Headteacher and/or asbestos competent person.

3.4 Community Users/Lettings/Extended Services

The Health & Safety Manager/Headteacher will ensure that:

- Third parties and other extended service users operate under hire agreements;
- A risk assessment for the activity is completed using RATF-047A or RATF-047B;
- The premises are 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 acceptably 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.

3.5 Contractors on Site

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

3.5.2 All contractors must report to the main Reception where they will be asked to sign the visitor's book and asbestos register, and will read the Health & Safety Notice and Fire Evacuation Procedures. A visitor induction leaflet, which includes all relevant details of fire safety procedures and local safety arrangements, is available to all contractors and visitors at the sign in desk.

3.5.3 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.

3.6 Covid

Since March 2020, school has actively managed the risks and impact of the virus Covid-19. A regular risk assessment has been completed and the Headteacher has responded and continues to respond to Government updates (see Headteacher Coronavirus file). This risk assessment is shared with both staff and Governors on review. Parents are kept informed of the measures in place and the guidance via the Padnell Post.

3.7 Crafty Club

Crafty Club is run by support staff before and after school and will therefore be subject to this policy. Both before and after school staff have undertaken Pediatric First Aid training,

3.8 Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant subject teachers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, and Drama as issued by Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS), Hampshire Inspection and Advisory Service (HIAS) and HCC. 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.

3.9 Display Screen Equipment

All users must complete the display screen equipment e-learning course every year without exception. All users must carry out periodic workstation assessments using the HCC Workstation Assessment Form. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years. Any person deemed as a regular user is entitled to a free eye test.

3.10 Electrical Equipment

3.10.1 The Headteacher will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment;
- Where 13-amp sockets are in use, only one plug per socket is permitted;
- Equipment is not to be used if found to be defective in any way;
- Defective equipment is to be reported & immediately taken out of use until repaired;
- All portable electrical equipment will be inspected/tested at intervals of one year;
- Equipment testing/inspection can only be carried out by a competent person;
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested;
- New equipment must be advised to the Health & Safety Manager in order that it can be added to future Portable Appliance Testing (PAT) schedules.

3.10.2 Any defective or suspected defective equipment, systems of work, fittings etc. must be reported to Health & Safety Manager and attended to as soon as possible.

3.11 Emergency Procedures

3.11.1 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.

- 3.11.2 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 amendments are introduced.
- 3.11.3 Personal Emergency Evacuation Plans are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.

3.12 Fire Safety

- 3.12.1 Arrangements regarding fire safety are set out in the Fire Safety Manual. The Administration Manager is the Fire Safety Coordinator and is the competent person for fire safety on the premises, who is the immediate point of contact for all fire safety related enquiries on site.
- 3.12.2 The Headteacher will ensure through the Fire Safety Coordinator that:
- All staff complete the mandatory fire safety induction e-learning course every year;
 - Fire safety procedures are readily available for all staff to read;
 - Fire safety information is provided to all staff at induction and periodically thereafter;
 - Fire safety notices are posted in the key areas of the building close to the fire points;
 - Evacuation routes and assembly points are clearly identified;
 - Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire;
 - All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked flammable;
 - Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual;
 - The fire risk assessment is reviewed annually by the Fire Safety Coordinator and amended as new hazards or required amendments are identified.

3.13 First Aid

- 3.13.1 Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff on site are listed in the first aid policy and also clearly signposted around the school.
- 3.13.2 A needs assessment of the first aid requirements is completed yearly. This details the number of first aid staff required.
- 3.13.3** First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training. The exception to this is all staff may attend to very minor bumps or grazes on the playground or Joey's Field, providing they have undertaken local training and wear protective clothing as directed. Annual training of the use of inhalers & epi-pens is given to all staff.

3.14 General Equipment

- 3.14.1 All general equipment requiring statutory inspection and/or testing on site (e.g. boilers, hoists, lifting equipment, local exhaust ventilation, Physical Education (PE) equipment, climbing apparatus) will be inspected by appropriate competent contractors as provided by the term contractor under PBRS arrangements, or as locally arranged.
- 3.14.2 Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

3.15 Glazing

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. The survey and assessment are kept electronically in the office and is reviewed every three years or when there are changes to the premises.

3.16 Good Housekeeping

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

- All corridors and passageways are kept free from obstruction;

- Shelves in storerooms and cupboards are stacked neatly and not overloaded;
- Floors are kept clean and dry, and free from slip and trip hazards;
- Emergency exits and fire doors are not obstructed in any way;
- Supplies are stored safely in their correct locations;
- Rubbish and litter are cleaned and removed at the end of each working day;
- Poor housekeeping or hygiene conditions are immediately reported;
- Parcels waiting to be checked and unpacked are to be stored safely away from areas where public frequent.

3.17 Hazardous Substances

- 3.17.1 Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented Control of Substances Hazardous to Health (COSHH) assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the Health & Safety Manager. The premises COSHH assessor acting on behalf of the Headteacher is the Site Manager.
- 3.17.2 When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.
- 3.17.3 All hazardous substances are to be stored in the secure and signed storage area when not in use which is at the Site Manager's stockroom for Padnell Infant School. This is to remain locked at all times.

3.18 Inspections and Monitoring

- 3.18.1 Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the premises defect book and reported to the Site Manager.
- 3.18.2 Routine documented inspections of the premises will be carried out by the Site Manager monthly in accordance with the premises inspection schedule. Inspection findings are to be recorded on the locally adapted Premises Safety Inspection Checklist.

- 3.18.3 Defects identified during these routine documented inspections are to be immediately reported in the defect book. Any identified high level risks or safety management concerns are to be actioned at once.
- 3.18.4 It is the schools responsibility that the termly Health and Safety web monitoring form is completed by the Administration Manager & Site Manager. This monitoring form will focus on different areas each term and is an integral part of the School and CSHST monitoring programs.

3.19 Jewellery

Children may wear only one pair of small sleepers or plain stud earrings. Prior consent of the Headteacher is required to wear jewellery for religious reasons. Watches and jewellery must not be worn for Physical education (PE) as instructed by County Regulations. If earrings cannot be removed they must be covered up. **Staff should follow the dress code contained in the Staff Handbook and all attire should be considered for appropriateness to role**

3.20 Kitchens

- 3.20.1 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 Lisa from Hampshire Catering Service (HC3S) who is located at Padnell Junior School Kitchen. 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.
- 3.20.2 Safe working procedures and authorised access for the kitchen area in the hut is at the discretion of The Headteacher.

3.21 Legionella Management

Legionella management on site is controlled by the Legionella competent person, who is The Site Manager, who will manage and undertake all procedures regarding Legionella in accordance with Children's Services Safety Guidance Procedure. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes.

3.22 Lone Working

3.22.1 Lone working is defined as employees who work by themselves in situations where there is no close or direct contact with a colleague. In our school this would only apply to the Site Manager on a daily basis but could include a handful of staff when working in the school holidays. 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, e.g.:

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

3.22.2 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.

3.22.3 The local procedures for staff who may undertake lone working on this site are as follows: A risk assessment must be in place. The HT or a senior member of staff must be informed. The staff member should contact the HT or SLT to inform them when they are leaving the site. The staff member must have their mobile phone on them at all times. Door security should be activated whilst in the building. The member of staff should familiarise themselves with the nearest First Aid equipment.

3.23 Minibuses

All minibus drivers must have completed Minibus Driver Awareness Scheme (MIDAS) training prior to being permitted to drive minibuses.

3.24 Moving and Handling

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

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

3.25 Off-site Activities

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

3.26 Physical Intervention

Arrangements regarding physical intervention are set out in the Physical Intervention Policy.

3.27 Provision of Information

- 3.27.1 The Headteacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are minuted at staff meetings; signature based receipt of information & via email distribution, Health & Safety Notice Board and In-Service Training (INSET) days. Local health and safety advice is available from The Health & Safety Manager and the Children's Services Health & Safety Team can provide both general and specialist advice.
- 3.27.2 The Health and Safety Law poster is displayed in the Staff Room.

3.28 Risk Assessment

- 3.28.1 General risk assessment management will be coordinated by The Health & Safety Manager with assistance from the Site Manager and in accordance with guidance contained in the Children's Services SGP 01-07.
- 3.28.2 Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.
- 3.28.3 The trained risk assessors on site are The Health & Safety Manager & the Site Manager they 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.

3.28.4 All risk assessments and associated control measures are to be approved by the Headteacher prior to implementation. As appropriate the Headteacher will carry out dynamic assessments as situations evolve.

3.28.5 Completed risk assessments are listed in the Risk Register and will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the premises bring-up diary system.

3.29 Smoking

3.29.1 For the purpose of this policy smoking includes e-cigarettes/vaporisers

3.29.2 Smoking is not permitted on Padnell Infant School premises under any circumstances.

3.30 Stress & Wellbeing

3.30.1 Padnell Infant School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors.

3.30.2 Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Children's Services' and Health & Safety Executive's Management Standards, guidance and requirements.

3.30.3 Leadership will consult staff on wellbeing at intervals to ensure it is prioritised and any additional measures possible and realistic can be put in place.

3.30.4 Leadership will work towards ensuring that both physical and mental health is spoken about and supported in the work place.

3.31 Traffic Management

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

3.31.2 Padnell Infant School is committed to the safety of all its members, including children, staff and visitors. Traffic driving onto the site should drive slowly at no more than 5 (five) miles per hour (MPH), with particular care being taken when entering and exiting the driveway which is only a single lane of traffic with a busy pedestrian route.

- 3.31.3 In order to minimise vehicle movement while children are moving around the site, the main gates will be closed at 08:15 and not re-opened until 16:15. Entry will only be given to staff and authorised visitors, such as deliveries or disabled drivers. Parents should not be given access via the main gate during this time unless their child is unwell and they have been called by the school to collect them.
- 3.31.4 Under no circumstances should anyone leave their vehicle parked or unattended on the driveway, even for the shortest of times, since this is the only access to the school for emergency vehicles. This also includes the entrance to the top parking area which is only access by staff members unless specific permission is given. Anyone who does leave their vehicle on the driveway will be asked to move it. Anyone who refuses to move their vehicle or who continually blocks our driveway will be reported to the police.

3.32 Training

- 3.32.1 Health and safety induction training will be provided and recorded for all new staff in accordance with new Staff Health & Safety Induction Checklist. Volunteers will be provided with a leaflet & given a briefing before starting at the school.
- 3.32.2 The Headteacher is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. Training needs analysis will be carried out from which a comprehensive health and safety training plan will be developed and maintained to ensure health and safety training is effectively managed for all staff who require it.
- 3.32.3 All staff will be provided with following as a minimum training provision:
- Induction training regarding all the requirements of this health and safety policy
 - Appropriate local training regarding risk assessments and safe working practices
 - Updated training and information following any significant health and safety change
 - Specific training commensurate to their own role and activities
 - Periodic refresher training that will not exceed three yearly intervals
 - Appropriate annual e-learning courses to meet HCC mandatory corporate training requirements
- 3.32.4 Training records are held by The Health & Safety Manager who is responsible for coordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

3.33 Violent Incidents

- 3.33.1 Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Padnell Infant School.
- 3.33.2 Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.
- 3.33.3 Violent incident reporting is completely confidential. Violent and aggressive incidents are to be reported using CSRF-001 Violent Incident Report (VIR) Form & then entered onto the HCC Health & Safety incident reporting system.

3.34 Visitors

- 3.34.1 All visitors must initially report to the main reception where they will be provided with the key health & safety and fire safety information leaflet which will enable them to act appropriately & safely in the event of an incident.
- 3.34.2 Visitors to the premises will be provided with Visitor or Parent Helper Badge and will be asked to read the Health & Safety Notice and sign in and out of the Visitors Book. Leaflets are also available at Reception and should be given to all Parent Helpers at Induction.

3.35 Work at Height

- 3.35.1 Work at height is always to be undertaken in accordance with the Corporate policy on Working at Height. At Padnell Infant School general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.
- 3.35.2 The competent person for work at height on the premises who has attended the Caretaker Support Service Ladder & Stepladder Safety half-day course is the Site Manager and he is authorised to:
- Use steps, stepladders and leaning ladders in accordance with their training;
 - Provide stepladder and steps training to staff using the Children's Services Stepladder & Steps Safety user training presentation; Once a person has attended a training session they will be authorised to use a step ladder only. No volunteer should be permitted to work at height.

- 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.
- 3.35.3 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.
- 3.35.4 Work at height on the premises is only permitted to take place under the following conditions:
- Any work to be carried out at height must be underpinned by a risk assessment;
 - Access equipment selected for work at height must be as per the risk assessment;
 - Any staff working at height must be appropriately trained to use the access equipment;
 - Staff are not to improvise or use alternative access methods of their own choice;
 - Use of any furniture, including tables and chairs, is **forbidden** for any work at height;
 - Staff may only use stepladders if they 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 & Stepladder Safety half-day course within every three years;
 - Any safety concerns about a working 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.

APPENDICES

- A. Supporting Pupils with Medical Conditions**

- C. Emergency Evacuation Plan**

- D. Fire Safety Manual**

- E. First Aid Policy**

- F. Physical Intervention Policy**

- G. Security Policy**