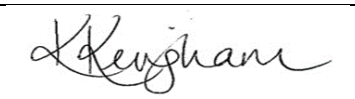
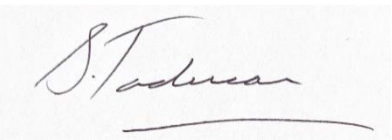
Health & Safety Policy

St. MICHAEL'S
CE (CONTROLLED) INFANT SCHOOL

Reviewed March 2026
To Be Reviewed by March 2027

St. Michael's C of E (Controlled) Infant School **HEALTH AND SAFETY POLICY**	
Date of last review:	**March 2026** **Sept 2026 (New Headteacher)**
Name of Headteacher approving this policy:	**Kirsty Kingham**
Signature of Headteacher:	
Signature of Chair of Governors approving this policy:	
Date for next review of this policy:	**March 2027**

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. The latest Hampshire County Council (HCC) Health and Safety policy statement is at the end of this policy.

ORGANISATION

Employer Responsibility	
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

Responsible Manager	
The Responsible Manager for the premises is:	**Mrs Kirsty Kingham, 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 the school governing body as appropriate
- Produce, monitor, and periodically review all local safety policies and procedures

All Employees (including Teachers, Support Staff, Site Staff, and Volunteers)

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

- Supporting the school'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 (Mrs Kirsty Kingham or Mr Kristian Bell, the Caretaker)
- 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

Year Leaders

Year leaders are responsible for the day-to-day local management of health and safety within their own year group acting on behalf of the Headteacher. 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.

Safety Committee

The role of the safety committee is to assist in the assessment of safety related matters and provide appropriate support to the Heateacher. The safety committee periodically meet to monitor and discuss on-site on-site health & safety performance and recommend any actions necessary should performance appear or prove to be unsatisfactory. The safety committee will be informed of all changes in practices and procedures, new guidance, accidents, incidents, and risk related matters.

Governors

The Health & Safety Governor responsible for the premises is:	Mr Lee Westmorland

The H&S Governor will:

- Ensure that Hampshire County Councils Health and Safety policy is enacted.
- Ensure that safety is effectively managed in schools and that there are processes in place to evaluate the effectiveness of Health and Safety arrangements.
- Ensured that schools Health and Safety policy is reviewed 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 schools have suitable and sufficient risk assessments in place, findings are documented and communicated to staff and others, controls implemented and are regularly reviewed.
- Ensure regulations and guidelines appertaining to school activities, off site activities and educational visits are being followed.
- 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 schools Health and Safety culture. One of the roles of the Governing Body is to assist in the assessment of safety related matters and provide appropriate support to the Head teacher.

Specific Health and Safety Responsibilities

Accident Investigator	
The Accident investigator is:	**The Office Staff**
The Accident Investigator will attend accident investigator training every 3 years	
The on-site trained accident investigator will lead on all on site accident investigations in accordance with departmental and corporate procedures.	

Asbestos Nominated Responsible Person	
The Nominated Responsible Person (NRP) for Asbestos is:	**The Caretaker**.
The NRP will attend the Hampshire Scientific Services Asbestos awareness taught course on appointment. He will complete the Asbestos e-learning course annually.	
The NRP will act on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely in accordance with 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. He does this by sending an annual e-mail to all staff so they are aware of their responsibilities. He will advise the Headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. He will work within his level of competence and seek appropriate guidance and direction from the Asbestos Team, Property Service, the Headteacher and/or the Children's Services Health & Safety Team as required. He will ensure he checks the Asbestos on-line portal for any updates on a monthly basis.	

COSHH Assessor	
The COSHH Assessor is:	**The Caretaker**
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. He will 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.

DSE Assessor	
The DSE Assessors are:	**The Office Staff**
The DSE Assessor(s) 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 corporate procedures.	

Fire Safety Co-ordinator	
The Fire Safety Co-ordinator (FSC) is:	**Kate Robinson**
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. 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 Children's Services Health & Safety Team and the Property Services Fire Team as required.	

On-Site Health & Safety Co-ordinator	
The H & S Co-ordinator is:	**The Caretaker**
The on-site H & S Co-ordinator for the school will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the Responsible Manager. He will 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.	

Health & Safety Representative

The H & S Representative is:	**The Caretaker**
The premises Health and Safety Representative (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.	

Legionella Nominated Responsible Person	
The Nominated Responsible Person (NRP) for Legionella is:	**The Caretaker**
The NRP will complete the Legionella e-learning course annually.	
The Nominated Responsible Person for Legionella on the premises acts on behalf of the Head teacher 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. He will work within his level of competence and seek appropriate guidance and direction from the Headteacher and/or Property Services as required.	

Risk Assessors	
The Risk Assessors are:	**The Head teacher, Office Staff and Caretaker depending on type of risk.**
The Risk Assessors will attend Risk Assessor training every 3 years.	
The Risk Assessors acts of behalf of the Headteacher 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 Head teacher and/or the Children's Services Health & Safety Team as required.	

Site Safety Trained Staff	
The Site Safety Manager for the premises is:	The Caretaker

He will attend the Safety Awareness of Facilities Managers training course every 3 years.
The site safety trained employee is the competent person for the overall management of school premises and facilities, and acts on behalf of the Responsible Manager. He is responsible for the local management and completion of day-to-day premises tasks. He will work within his level of competence and seek appropriate guidance and direction from the Headteacher and/or Children's Services Health & Safety Team as required.

Working at height	
The competent person for work at height on the premises is:	The Caretaker
He will attend the Caretaking Support Services Ladder and Stepladder Safety course every 3 years	
The competent person for working at height acts on behalf of the Headteacher and will ensure work at height is carried out safely. He will work within his level of competence and seek appropriate guidance and direction from the Head teacher and/or the Children's Services Health & Safety Team as required.	

ARRANGEMENTS

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for St Michaels (CE) Controlled Infant 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.

Accident/Incident Reporting & Investigation

The on-site management, reporting and investigation of accidents, incidents and near misses is conducted in accordance with departmental and corporate policy 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 reporting form which is held in the school office. The Office team or Headteacher will then complete the on-line reporting form. Where an investigation is completed, this will be recorded and submitted on the on-line reporting system within 7 days. 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 Manager/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 on a form (all classes have a supply in their first aid kit) then the information will be transposed onto a spreadsheet on the school system. 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. The Headteacher will ensure that the governing body/senior management is informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Headteacher and the office staff for trend analysis to prevent reoccurrences. The governing body should be regularly updated on monitoring and any trends identified. Community Users/Hirers/Extended Services must report all incidents related to unsafe premises or equipment to the school, who will report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

Asbestos Management

Asbestos management on-site is controlled by the Nominated Responsible Person (NRP) for Asbestos. The asbestos register, as issued by the Asbestos Team, is stored on-line. Instructions for use and log-on details as well as forms to sign are held in the school office. This must 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.

A paper copy is held in the office in case there are any IT access issues and a special printed copy is held in the 'Fire Brigade' bag. These are updated as necessary.

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.

On appointment the NRP will also attend the Hampshire Scientific Services half day attendance course. After this the Responsible Manager and NRP will complete the Asbestos Awareness e-learning annually.

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 Head teacher 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.

Community Users/Hirers/Extended Services

The Head teacher will ensure that:

- Third parties and other extended service users operate under/within 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
- First Aid procedures are agreed
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

Confined Spaces

There is an HCC policy on confined spaces. This ensures HCC complies with the Confined Spaces Regulations 1997 and the Approved Code of Practice 101 – Safe work in confined spaces. The HCC flowchart has been followed and we do not have any confined spaces under the Confined Spaces Regulations 1997.

Contractors on Site

For HCC schools contractors will be selected from HCC minor works framework where possible. If the minor works framework cannot be used, the Selection of 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.
All contractors must report to the school office where they will be asked to sign in to the school using the electronic system. This also contains fire safety and local safety arrangements. They will need to sign the asbestos register (preferably on-line) and will also be handed the leaflet 'Keeping Children Safe – A Guide for Volunteers and Visitors'.

School 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. Contractors who are on site to complete hot work must complete a hot work permit before they commence.

Curriculum Activities

These staff have attended fire safety training, moving and handling training and DSE training which is refreshed every year

The curriculum leads will act on behalf of the Headteacher to provide the necessary competence to enable curriculum subjects to be carried safely and in accordance with the requirements and best practice.
This will ensure that all employees have a reasonable awareness of the hazards and the control measures in place. They will advise the Headteacher of any condition or situation which may affect the safety of any premises users.

They will use the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, and Drama as issued by CLEAPSS, HIAS and Hampshire County Council.

Display Screen Equipment

All staff classified as Display Screen Equipment (DSE) users* must complete the display screen equipment e-learning course annually.

All DSE users will carry out periodic workstation assessments using the Corporate Workstation Assessment Form. Findings from the workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

DSE users have the right to request regular free eyesight tests and be reimbursed towards spectacles if required for DSE use.

*A designated user means you 'habitually use display screen equipment as a significant part of your normal work'

Dogs on site

Currently dogs are not allowed on site although this would be amended if the circumstances arose (such as an assistance/reading dog). Hampshire County Council recommends that a local procedure in relation to dogs on site is put in place along with a risk assessment relating to unplanned visits by dogs such as strays or a dog brought on site by a parent.

A dog on site risk assessment has been completed and the grounds risk assessment has been amended to include a section about dogs on site.

If we ever plan to have dogs on site then a policy can be prepared and shared with staff and parents.

Electrical Equipment

The Headteacher will ensure that:

- Only authorised and competent persons are permitted to install or repair electrical equipment
- Equipment is not used if found to be defective in any way
- Defective equipment is reported & immediately taken out of use until repaired or disposed of. The caretaker has a 'quarantine box' in his room for such items.
- All portable electrical equipment is inspected/tested annually. An outside company will carry out PAT testing.
- Equipment testing/inspection will be conducted by a competent person. The competent trained person will be hired to complete the annual tests.
- Personal electrical equipment is not brought onto the premises or used unless it is approved by management and has been tested
- New equipment is added to the work equipment inventory and PAT testing/inspection schedules.

Staff will be reminded termly to ensure the electrical heater in the work room is turned off after use and damaged leads or faulty equipment are reported to the Caretaker. In addition, all electrical equipment is to be turned off after use.

Any defective or suspected defective equipment, systems of work, fittings etc. will be removed from use after being reported to the Caretaker and repaired or disposed of as soon as possible. He has an electrical 'quarantine box' in his room for this purpose.

The electrical do's and don'ts policy is circulated to staff annually.

Emergency Procedures

The Headteacher will ensure that emergency procedures for non-fire related emergencies (gas leak, bomb threat, flooding etc.) are in place.

All employees will receive information, training and instruction on the non-fire emergency procedures and evacuation plans on induction. Employees will be

periodically provided with updated information as the emergency procedures are routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans will be completed and reviewed for any vulnerable persons to ensure provision of safe, assisted evacuation in the event of an emergency incident.

The school also has a 'Disaster Recovery Plan' which provides details of how the school would cope in the event of a disaster.

Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Manual. The Fire Safety Co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related queries on site.

The Head teacher is the Responsible Manager ~~will ensure through the~~ and Fire Safety Co-ordinator and will ensure that:

- All employees complete the mandatory fire safety induction e-learning course every year.
- 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 and Governors making the necessary amendments
- Information from the fire risk assessment is shared with employees annually

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

We have walkie-talkies which staff take with them when on playground or lunch duties. Although primarily for medical purposes these will now be taken by appointed staff if the building is evacuated at any stage in case they are needed. The Fire Evacuation plan, Emergency Evacuation plan (Non-fire) and Lockdown Plan have been amended accordingly.

Following the issue of HCC Corporate guidance in February 2022 there is an expectation that all premises will set a target time for evacuation of their buildings. This time will account for a 2½ minute expected evacuation time from the actual

building, travel time to the assembly point on the top playground (example suggested time 2 minutes) and time taken to complete the register (example suggested time 2 minutes) thus a target time of 6½ minutes. The evacuation time will be monitored accordingly.

First Aid

Arrangements regarding first aid provision are set out in the Medical Policy. The names and locations of the first aid trained staff on site are listed in the policy and clearly signposted around the school. Staff who are Paediatric First Aid trained can be identified by a green lanyard.

A First Aid Needs Assessment has been carried out to determine the level of first aid provision required and will be completed by a First Aid trained person annually.

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

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

Minor injuries i.e. grazes, can be dealt with by any member of staff but more significant injuries i.e. head bumps, eye injuries or possible fractures, will be treated by first aid trained employees with in-date training certification, operating within the parameters of their training.

Glazing

Glass and glazing on-site has been surveyed by Property Services and risk assessed by the school to ensure there is suitable safety glass in the area in which the glazing is located and this includes taking into account the activities undertaken and the types of children at the school.

The survey and assessment document is kept electronically on the school system and is reviewed and updated every 3 years (Latest one March 2024) or when there are changes to the premises and/or glazing.

Any damaged glazing will be reported to the Caretaker and made safe and replaced as soon as possible.

Hazardous Substances (COSHH)

Hazardous substances, materials, and chemicals are not permitted to be used on-site until:

- Safety data sheets have been obtained
- A written COSHH assessment is completed by the trained COSHH assessor
- The product is approved for use by the Head teacher

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

Hazardous substances are stored in the locked caretaker's room.

Housekeeping and Hygiene

Good housekeeping is an essential factor in effective health and safety. The following conditions will be adhered to:

- All corridors and passageways kept free from obstruction
- Shelves in storerooms and cupboards stacked neatly and not overloaded
- Floors 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

Hot Water and Hot Surfaces

Arrangements for the managing of hot water and hot surfaces have been put into place to protect students, staff and members of the public. The hazards have been identified and recorded in the Premises risk assessment.

Control measures have been put in place to manage the risk and these have been shared with staff and, where necessary, others. If a new hazard is identified or brought onto site this needs to be notified to the risk assessor for adequate control measures to be put in place.

The control measures include:

- Clearly marking hot water sources (tap temperatures are controlled by thermostatic valves except the Caretaker's room which is marked accordingly)
- Only allowing children to access temperature controlled water unsupervised
- Hot pipes and surfaces being boxed in or blocked off.

Inspections and Monitoring

It is the responsibility of all employees to monitor the condition of their workplace throughout the day. Monitoring and inspections of individual departments is carried out by subject heads as nominated by the Headteacher.

Periodic documented inspections of the premises will be carried out every half-term by the Caretaker and termly by the Health and Safety Governor in accordance with the premises inspection schedule. Inspection findings will be recorded in the locally adapted Premises Safety Inspection Checklist.

All defects identified must be reported to the Caretaker or Office and recorded in the Premises Defect book held in the office. Any identified high-level risks or safety management concerns will be addressed at SLT meetings and Governors meetings. All near misses will be reported.

The termly H & S web monitoring form will be completed by the **Caretaker with oversite from the office staff and Headteacher**. The monitoring form focuses on different areas each term and is an integral part of the School's and Children's Services Health and Safety Team's monitoring programme.

Kitchens

The main kitchen area is only to be used by authorised employees/third parties

The main kitchen is managed by Education Catering. 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

The main kitchen is managed by Chartwells on behalf of the Compass Group. 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 the school.

Legionella

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

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

The cleaners will

- Undertake descaling and disinfection

In the absence of the NRP the Headteacher will arrange for competent cover to be in place to fulfil all the required duties to manage legionella at the school.

Lone Working

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

Lone working will only take place:

- With the Head teacher'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 on the Lone Working policy and the risk assessments. All staff who do lone work are categorised as Category 4 – 'Lone workers who work in isolated locations where the work does not pose significant risks'

Moving and Handling

All employees will complete the mandatory moving and handling e-learning course each 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.

The Caretaker may be reasonably expected to undertake regular physical work which would include moving and handling; therefore, he has attended 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.

New and Expectant Mothers

When notified that a member of staff is pregnant the school will undertake a risk assessment for that individual. This will be undertaken by the Headteacher and the individual.

This assessment will be reviewed regularly throughout the pregnancy and the return to work to ensure that reasonable adjustments are made.

Noise (Control of noise at work)

HCC have set out a procedure regarding exposure to noise in the workplace. This is to ensure HCC's compliance with the Control of Noise at Work Regulations 2005 along with the requirements of its associated guidance (L108). A risk assessment has shown that the exposure to noise in the school workplace is not a significant risk

Off-site Activities

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

Provision of Information

The Headteacher will ensure that employees are periodically provided with information regarding safety arrangements. This information is generally provided

through staff meetings, e-mails and signature based receipt of information. Much of the information is held on the school website.

Visitors and Contractors are provided with Health and Safety Information on arrival by the Office Staff.

The Health and Safety Law poster is displayed in the Caretaker's room, The Staff room and the Stock room.

Local health and safety advice is available from the Caretaker and the Children's Services Health & Safety Team can provide both general and specialist advice which is available on their website or on request.

Risk Assessment

Risk assessments will be carried out where a significant risk is identified or is reasonably foreseeable.
The trained risk assessors will oversee the completion of risk assessments. Risk assessments will be carried out by employees with the appropriate knowledge and understanding of the area, task or equipment being assessed.

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

Completed risk assessments are listed in the assessment register and saved on the system and will be reviewed periodically 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.

Security

Arrangements regarding security are set out in the security policy. There is an abridged version (essentially do's and don'ts) which is circulated annually.

The Fire Evacuation plan, the Emergency Evacuation (non-fire) and the Lockdown plan are circulated annually.

Staff also take walkie-talkies with them when on playground or lunch duties. These can be used in a security situation.Although primarily for medical purposes these can also be used in a security situation.

Smoking

Smoking and use of e-cigarettes/vaporizers is not permitted on school premises.

Staff have been advised that any single use vapes should be disposed of at home rather than on the school premises due to the potential fire risk.

Stress & Wellbeing

St Michael's C of E (Controlled) Infant school is committed to promoting a high level of health and wellbeing and recognises the importance of identifying & reducing workplace stressors.
Stress management through risk assessment and appropriate consultation with employees will be periodically reviewed and acted upon in accordance with the Health and Safety Executive's Stress Management Standards – staff questionnaire.

School arrangements to monitor, consult and reduce stress situations are to refer any concerns to the line manager who will consult with the Head teacher. A free counselling service is available on **0800 028 0199** for employees and they also have access to on-line support at https://healthassuredeap.co.uk/

The Headteacher also arranges regular mental health and wellbeing conversations and discussions with staff if they require it. Additionally, there are sessions provided for extra-resilience training for staff.

The school has a Mental Health and Well Being policy which covers both pupils and staff.

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 Head teacher 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.

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

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

Training records are held by the **Office staff** who are 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 employees.

Transport – Driving for Work

In accordance with the Corporate Procedure – Driving for Work the school will risk assess staff driving for work purposes and when this should be undertaken.

Any member of staff that does need to drive for work purpose must be fit to drive and:

- Have the correct driving licence to drive the vehicle
- If they are driving their own vehicle the school must ensure that it is taxed and safe to drive/has a current MOT
- Have business insurance.

Records of checks are kept on the school system.

Transport – Traffic Management

The school has a written Traffic Management Plan with arrangements regarding on-site traffic safety. The plan includes:

- A site plan diagram showing traffic and pedestrian routes, loading and parking areas
- Site plan check sheet
- Safe system of work; this can be included in the site plan check sheet
- Risk assessments where necessary

This is held on the school system with a paper copy held in the staff work room.

Arrangements will be shared with employees and third parties if relevant.

Violence and Aggression

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 & Aggression Risk Assessment. The risk assessment will be shared with relevant employees and reviewed on a regular basis. If it is not possible to reduce the risks to an acceptable level, then the Headteacher has the authority to not allow a particular activity to proceed.

Employees must report all violent and aggressive incidents using the confidential online reporting system. These are completed on-line by the staff member in conjunction with the Head teacher. Incidents will be appropriately investigated, and control measures reviewed to reduce the risk of similar incidents occurring in the future. Incidents will be reported as close to the incident date as possible.

Violent incidents between children will be reported locally on CPOMS.

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

Visitors

All visitors must initially report to the main reception where they will be provided with the key health, safety, and fire safety information electronically along with a leaflet 'Keeping Children Safe – A Guide for Volunteers and Visitors to enable them to act appropriately and safely in the event of an incident. They will be also provided with an appropriate badge enabling easy identification for staff.

Whilst on site visitors will be supervised by the relevant staff member relating to the purpose of the visit.

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

Work Equipment and Lifting Equipment (LOLER)

All work equipment requiring statutory inspection and/or testing on site (e.g., boilers, pressure systems, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors.
All employees will check work equipment prior to use. Any defective or suspected defective equipment must be removed from use, reported to the Caretaker and repaired or disposed of as soon as possible.

The Automatic Emergency Defibrillator (AED)and generic asthma inhalers will be checked monthly by office staff. The AED needs to be checked to ensure the batteries are not flat and that the pads are in date.

Work at Height

Work at height will be undertaken in accordance with the Corporate Procedure for Work at Height, and the Children's Services Health and Safety Team guidance. 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.

The trained competent person for work at height (the Caretaker) on the premises will:

- Use steps, stepladders, and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to employees

- Provide stepladder and steps training to employees using the Children's Services *Stepladder & Steps Safety* user PowerPoint presentation
- Carry out and record periodic inspections of all ladders, stepladders, and podium steps used on-site
- Remove access equipment from use if defective or considered unsuitable for use

The competent person for work at height, and all other employees, 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.

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

Contractors working at height are to be appropriately supervised and must only use their own access equipment.

APPENDICES (PLANS AND POLICIES HELD SEPARATELY ON THE SCHOOL SYSTEM, OTHER RECORDS HELD IN PAPER FORM) CORPORATE PROCEDURES AND GUIDANCE HELD BY HAMPHIRE COUNTY COUNCIL CHILDREN'S SERVICES HEALTH AND SAFETY TEAM	
Appendix 1	*Asbestos Register*
Appendix 2	*Child Protection, Safeguarding Policies- on school website*
Appendix 3	*Electrical Safety Do's and Don'ts*
Appendix 4	*Emergency Evacuation plan and Lockdown plan*
Appendix 5	*Fire Evacuation plan*
Appendix 6	*Fire Safety manual*
Appendix 7	*Glazing survey and assessment*
Appendix 8	*Hazardous substances (COSHH) records*
Appendix 9	*Legionella records*
Appendix 10	*Lone Working policies and procedures*
Appendix 11	*Medical policy (Incorporating first aid) (Also on website)*
Appendix 12	*Mental Health policy (Also on website)*

Appendix 13	*Restrictive Physical Intervention guidelines (Also on website)*
Appendix 14	*Risk Assessments*
Appendix 15	*Security Do's and Don'ts*
Appendix 16	*Traffic On-Site Procedures and Traffic Site plan*

Health and safety policy statement of intent

Hampshire County Council recognises that good health and safety management supports the delivery of our services for the people of Hampshire. As part of the overall risk management process and culture, good health and safety management will help reduce the risk of injury and loss, help promote a healthy workforce and help protect all who are affected by the County Council's services.

This policy, and the management structure and arrangements that support it, contribute to the achievement of the four aims set out in the **Serving Hampshire – Strategic Plan**:

- Hampshire maintains strong and resilient economic growth and prosperity
- People in Hampshire live safe, healthy and independent lives
- People in Hampshire enjoy a rich and diverse environment
- People in Hampshire enjoy being part of strong, inclusive, resilient communities.

Hampshire County Council recognises and will meet its common law and statutory health and safety responsibilities. It will provide, so far as is reasonably practicable, a safe and healthy environment for its staff and all persons affected by its undertaking. This will be based on providing safe environments for learning, leisure and care work, safe places of work, safe systems of work, safe equipment and materials for use at work and individuals who are competent.

The County Council will maintain appropriate health and safety management systems, arrangements and organisational structures to ensure adequate health and safety for all people affected by its operations. It has adopted the Plan, Do Check, Act approach set out in the Health & Safety Executive's "Managing for Health and Safety" (HSG 65) document. The County Council will monitor and review the effectiveness of its health and safety management system.

Managers will ensure health and safety matters are an integral part of all activities and health and safety is given due consideration with other service commitments.

The County Council will endeavour to consult on significant health and safety issues with the workforce in good time to enable staff to express their views on health and safety issues. All staff must actively support the County Council's efforts by working with due regard to the safety of themselves and others. It expects and encourages similar support from contractors, partners and volunteers and co-operation from clients and other visitors who use its facilities or visit premises.





Councillor Rob Humby
Leader

Carolyn Williamson
Chief Executive

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