



Health and Safety Policy

Date Reviewed:	June 2018
Next Review:	June 2019
Reviewing committee:	Resources
Reviewers:	L Martin / C Grant / J Scobie
Linked Policies:	See appendices
Policy is based upon:	Hampshire model Health and Safety policy
Ratification Date:	
Signed by Headteacher:	
Signed by Chair of Governors:	

Table of Responsibilities

	Role	Individual
Overall Responsibility	Governing Body	J Scobie
Responsible Manager	Headteacher	L Martin
Unit Manager (on site Health and Safety Officer, Deputy Responsible Manager)	Business Manager (supported by the Administration team)	C Grant (supported by the Administration team)
Governor Responsible for Health and Safety		

Part 1: Statement of Intent

It is our 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 and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partners, 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 work 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.

Part 2: Organisation

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

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

Responsible Manager

The responsible manager for the premises is the Headteacher, who will act to:

- Develop a safety culture throughout the school
- Consult staff and provide information, training and instruction so that personnel are able to perform their various tasks safely and effectively
- Assess and control risk as part of the everyday management of the school
- Ensure staff are aware of their responsibilities
- 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/partners as appropriate
- Produce, monitor and periodically review all local safety policies and procedures

All Staff (including volunteers)

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

- Supporting the school's 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 safety procedures, whether written or verbally advised for their own protection or the protection of those under their supervision and others 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

Specific health and safety responsibilities of individuals are as follows:

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 Responsible Manager and the Children's Services Health and Safety Team as required.

On-Site Health and Safety Officer

The on-site Health and Safety Officer to the school will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the Responsible Manager. He/She is to work within their level of competence and seek appropriate guidance and direction from the Responsible Manager and/or the Children's Services Health and Safety Team as required.

Teachers and Supervisors

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

Employees

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

The Governing Body / Governor Responsible for Health and Safety

The purpose of the Resources Committee is to assist in the assessment of safety related matters and provide appropriate support to the Responsible Manager. The Resources 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. Resources committee staff will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

The Resources Committee consists of the Headteacher, Deputy Headteacher, Business Manager, Chair of Governors, Vice Chair of Governors and one Staff Governor.

Fire Safety Co-ordinator

The Business Manager is the fire safety co-ordinator who is the competent person for fire safety on the premises and acts on behalf of the Responsible Manager. He/she is to attend the fire safety co-ordinator training course and refresh this training every three years. The fire safety co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the Responsible Manager and/or the Children's Services Health and Safety Team and the Property Services Fire Team as required.

Facilities Management Trained Staff

Children's Services Department require that every site have a facility management trained member of staff who is the competent person for the overall management of general premises facilities and acts on behalf of the Responsible Manager. He/she is to attend the facilities management training course and refresh this training every six years. He/she is responsible for the local management and completion of day-to-day premises matters and duties. He/she is to work within their level of competence and seek appropriate guidance and direction from the Responsible Manager and/or the Children's Services Health and Safety Team as required.

Health and Safety Representative

The premises health and safety representative is the Business Manager and will represent the staff with regard to their health and safety at work. He/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.

Phase Leader

The Phase Leader is the Deputy Headteacher and is responsible for the day-to-day local management of health and safety within their own departments, acting on behalf of the Responsible Manager. He/she 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. He/she will ensure the department complies with overall school policies and procedures; that all activities are periodically risk assessed, periodic inspections are carried out, and necessary controls are implemented.

Legionella Competent Person

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

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with departmental and corporate requirements. He/she will advise the Responsible Manager of any condition or situation relating to Legionella which may affect the safety of any premises users. He/she is to work within their level of competence and seek appropriate guidance and direction from the Responsible Manager and/or Property Services as required.

Asbestos Nominated Responsible Person

The Site Manager is the nominated responsible person for asbestos on the premises and acts on behalf of the Responsible Manager to provide the necessary competence to enable asbestos to be managed safely in accordance with the Corporate Procedure.

The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. He/she 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/she will advise the Responsible Manager of any condition or situation relating to asbestos which may affect the safety of any premises

users. He/she is to work within their level of competence and seek appropriate guidance and direction from the Responsible Manager and/or the Children's Services Health and Safety Team as required.

Accident Investigator

The on-site trained accident investigator is the Headteacher or Deputy Headteacher who will lead on all accident investigations in accordance with departmental and corporate procedures.

Part 3: Arrangements

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Hook Junior School and are to be used alongside the school's procedures and policies as listed at the appendices.

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.

General arrangements can be summarised as follows:

- Providing and maintaining safe equipment and safe systems of work
- Making arrangements to ensure the safe use, handling, storage and transportation of materials, substances and other articles
- Providing adequate information, instruction, training and supervision to ensure all personnel are aware of their responsibilities and how to carry out their duties safely
- Providing safe places to work with safe access to and exit from them
- Providing a healthy and safe working environment with adequate welfare facilities
- Providing a system for rapidly identifying and effectively dealing with hazards
- Implementing control measures to reduce risks to as low as reasonably practicable
- Providing suitable personal protective equipment (PPE) and clothing where hazardous conditions cannot be eliminated and where PPE is assessed to be the last resort

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

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

Accident/Incident Reporting and Investigation

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

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

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 on line or via the paper version stored in Admin Office. If the paper version is used then it will need to be added on to the on line system as soon as practical.

A copy of the completed form is then automatically sent to Children's Services Health and 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.

Minor accidents to pupils are to be recorded in the Incident Illness Report Slip books located in the medical area in the Admin Office and Staff Room.

The more serious accidents that are notifiable to the Health and Safety Executive (HSE) will be notified to the Children's Services Health and Safety Team for them to report. A copy of the form will then be created by CSHST and sent to the HSE.

The Responsible Manager will ensure that the governing body is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by Senior Leadership Team for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

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

All significant accidents or incidents and near-misses are to be reported to the Headteacher or Deputy Headteacher in the Headteacher's absence. A documented investigation into the incident is always to be carried out in order to identify the cause of the accident and to implement measures to prevent reoccurrence. Investigations are essential in order that accidents, damage to equipment and property, and losses, are kept to a minimum. Contractors must report any accidents to the Headteacher.

Administration of Medicines

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

The school will only administer *prescribed* medicines. Prescribed medicines must be named and kept in the fridge or school office. Parents are required to sign an authorisation form- available from the school office.

Children suffering from asthma should be able to go to the school office without delay if they are feeling distressed in any way

The school office will maintain an up to date list of children with medical conditions including allergies. This will be distributed termly to all staff.

Asbestos Management

Asbestos management on site is controlled by the Site Manager. The asbestos register as issued by the PBRs (Property, Business and Regulatory Services team) is located in the Admin Office. The Asbestos Register 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.

The Responsible Manager and the Site Manager must complete the asbestos checklist relevant to their role (one for each role) when they are appointed. Copies of these must be retained with the asbestos register.

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

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 nominated responsible person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Responsible Manager and/or the asbestos nominated responsible person who will immediately act to cordon off the affected area and contact the PBRs 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 Responsible Manager and/or asbestos competent person.

The Site Manager is the nominated competent person for asbestos on the premises and acts on behalf of the Responsible Manager 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.

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/she will advise the Responsible Manager of any condition or situation relating to asbestos which may affect the safety of any premises users. He/she is to work within their level of competence and seek appropriate guidance and direction from the Responsible Manager and/or the Children's Services Health and Safety Team as required.

Community Users and Lettings

The Responsible Manager will ensure that:

- Hirers and Community users operate under hire agreements
- A risk assessment for the activity is completed using RATF-047A or RATF-047B
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

Contractors on Site

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

All contractors must report to Reception where they will be asked to sign the visitors book and asbestos register, and will be briefed by a member of the school administration team and have local procedures and expectations explained to them before they enter the school building to proceed with their work. All contractors must be issued with the local written contractor induction brief that includes all relevant details of fire safety procedures and local safety arrangements.

- Contractors are to report to the school office upon arrival and departure

- Contractors are to be provided with a fire safety brief immediately upon arriving, prior to them commencing their work
- Contractors must comply with the school's safety policies and safe working procedures
- If there are any breaches of safety, then these must be reported to the headteacher at the earliest opportunity
- All contractors are to be appropriately supervised at all times
- Contractor risk assessments and safe working systems are to be inspected prior to work commencing
- Appropriate supervision will need to be determined dependent upon the type of work, levels of perceived risk and length of time that the work will take to complete

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.

Control and Use of Harmful Substances

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

Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant Phase Leader (DHT) and Subject Leaders using the appropriate codes of practice and safe working procedural guidance for Design and Technology, Science, Music, Physical Education and Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and Hampshire County Council. Phase Leader and the appropriate subject teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

Defective Equipment

- Defects in equipment must be reported to the Responsible Person, Deputy Headteacher, Business Manager or the Site Manager
- It is to be removed from use, quarantined immediately and clearly marked as faulty until its repair or replacement
- A report is to be entered in the on-site Equipment/PAT Log

Display Screen Equipment

All users must complete the *display screen equipment e-learning course* every year without exception. The Business Manager will conduct periodic workstation assessments using CSAF-001 Workstation Assessment Form. Workstation assessments will be actioned as

necessary by the Business Manager and routinely reviewed at intervals not exceeding three years.

Electrical Equipment

The Responsible Manager will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported and immediately taken out of use until repaired
- All portable electrical equipment will be inspected/tested at intervals of 12 months
- Equipment testing/inspection can only be carried out by a competent person.
- The competent person to be used is identified and appointed using the HCC Approved Supplier list.
- 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 Responsible Manager in order that it can be added to future PAT testing schedules

Any defective or suspected defective equipment, systems of work, fittings etc must be reported to the Business Manager or Site Manager and attended to as soon as possible.

Emergency Procedures

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

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

Personal Emergency Evacuation Plans (PEEPs) are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.

- Fire, police or ambulance services can be contacted by dialling 999 and asking for the service required
- The names and locations of the First Aiders are clearly signposted around the school
- The administrative team can locate the nearest first aider in an emergency
- First aid is not to be administered by anyone except first aid trained (in date) staff
- First Aid trained staff are to receive refresher training every 3 years
- Emergency evacuation is to be carried out in accordance with the school's emergency evacuation plan
- Personal Emergency Evacuation Plans are to be provided for those vulnerable persons to be able to ensure safe evacuation in the event of an emergency

Fire Safety

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

The Responsible Manager will ensure through the fire safety co-ordinator that:

- All staff complete the mandatory *fire safety induction e-learning course* every year
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked *flammable*
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual
- The fire risk assessment is reviewed annually by the fire safety co-ordinator and amended as new hazards or required amendments are identified

First Aid

Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff on site are listed in the first aid policy and also clearly signposted around the school.

A needs assessment of the first aid requirements is completed annually. This details the number of first aid staff required and supporting equipment.

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

General Equipment

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

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

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 Admin folders on the school server and is reviewed annually, or when there are changes to the premises.

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

Hazard reporting procedures

Record any hazards in writing on a Site Management Job Sheet and deliver it to the Site Manager or Business Manager.

Hazardous Substances

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

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in the secure and signed storage when not in use which in the cleaning cupboards and Site Manager shed. This is to remain locked at all times.

Inspections and Monitoring

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the premises defect book and reported to *the Site Manager and / or Business Manager and / or Headteacher*.

Monitoring and inspections of year groups will be carried out by Phase Leaders and / or the Team Leaders, as nominated by Phase Leaders.

Routine documented inspections of the premises will be carried out every *half term* in accordance with the premises inspection schedule. Inspection findings are to be recorded on the locally adapted CSAF-005/CSAF-010(A/B/C) Premises Safety Inspection Checklist.

Defects identified during these routine documented inspections are to be immediately reported to *the Site Manager* and recorded in the defect book. Any identified high level risks or safety management concerns are to be actioned immediately by the Responsible Manager in consultation with other appropriate staff.

It is the schools responsibility that the termly Health and Safety web monitoring form is completed is by the Administration team. This monitoring form will focus on different areas each term and is an integral part of the School and CSHST monitoring programmes.

Kitchens

The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is the responsibility of the School and is operated by Hampshire Catering Services. 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.

Safe working procedures and authorised access for other kitchen areas, canteens, food preparation areas are on display in the kitchen and will be communicated to authorised persons by the Kitchen manager.

- Hook Junior School is responsible for the kitchen, which services both the Infant School and Junior School
- The Kitchen is currently run and managed by Hampshire Catering Services
- Only authorised staff are allowed access to the school's kitchen area
- Permission for access must be sought from the Responsible Person
- All catering staff are to operate within the requirements of the Food Standards Act 1999 and follow the Food Standards Agency and Hampshire County Council guidance

Legionella Management

Legionella management on site is controlled by the Legionella competent person who will manage and undertake all procedures regarding Legionella in accordance with Hampshire County Council policy and guidance. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes.

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

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

Lone Working

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)

When lone working is undertaken it must only take place:

- With the Responsible Manager's approval

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

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

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

Moving and Handling

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

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

- Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and a moving and handling risk assessment has been carried out.
- Where any doubts exist about the handling of awkward or heavy loads, then advice is to be sought from management prior to any manual handling operations commencing
- All information is contained within the Moving and Handling Policy

Off-site Activities

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

Provision of Information

The Responsible Manager will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems include staff meetings, meeting minutes, email distribution; signature based receipt of information and INSET activities.

Local health and safety advice is available from *the Responsible Manager, the Business Manager and the Site Manager* and the Children's Services Health and Safety Team can provide both general and specialist advice.

The *Health and Safety Law* poster is displayed in the Staff Room.

Risk Assessment

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

- Local responsibility for identifying, assessing and controlling risks rests with the personnel within the area of work
- Risk assessments are to be undertaken for all areas where a significant risk is identified or a possibility of such risk exists

- Risk assessments are to be carried out by competent persons only
- Any individual undertaking a risk assessment must have completed appropriate risk assessor training
- All risk assessments and control measures are to be approved by the Headteacher prior to implementation
- Completed risk assessments are to be stored in the Risk Register
- Risk assessments are to be reviewed periodically in accordance with the determined risk assessment review date

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

The trained risk assessors on site are *the Headteacher, Business Manager and Site Manager* who will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved by the Responsible Manager or their delegated member of staff prior to implementation.

Completed risk assessments are listed in the Risk Register and will be reviewed periodically in accordance with each risk assessment's review date.

Safe Working Procedures

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

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

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

Security

Registers

Class registers are legal documents and they must be completed carefully and promptly- (see back of register for information about marking registers). Registers should be returned to the office once completed. Children arriving late or leaving the premises should be sent to the school office so that registers can be updated.

Emergency List (Confidential)

In September, an updated Emergency List is distributed to all members of the teaching staff, containing details of all children who may be 'at risk' for whatever reason. This list will be updated when necessary. The List is to be returned to the school office at the end of the school year.

Named key holders

A list of key holders is kept and maintained by the AO.

Smoking

For the purposes of this policy smoking includes e-cigarettes and vaporizers

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

Stress and Wellbeing

Hook Junior School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors.

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

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

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

Children will never be left unsupervised. No child will leave the premises without the knowledge of the class teacher. Children leaving the school site during the school day are required to complete the 'In/Out Book' kept in the school office.

School starts at 8.40 am. Children may arrive on the school grounds from 8.30am. The children remain in the playground with their parents until 8.40am, they then make their way to their classrooms and enter the building under the supervision of the classteacher at 8.40am.

Playtime supervision is according to the duty rota on the staff notice board. In the interests of safety hot drinks will only be taken onto the playground by school staff if it is in a thermal container with a lid. Children will not be allowed out to play until the supervising adult is present.

Lunchtime supervision is organised by the Deputy Headteacher and the Business Manager.

Wet lunchtime- there is a special rota for this contingency ensuring that every classroom is covered with supervision. Lunchtime Supervisors will have responsibility for the children and will organise the suitable activities.

Wet playtime - the member of staff on duty will make a decision about playtime in good time to inform all staff. There is a special rota for this contingency ensuring that every classroom is covered with respect of supervision.

Lesson time- the children are the direct responsibility of the class teacher and must be adequately supervised. At times during the course of the school day, children may need to leave such direct supervision for a number of reasons- (1) they may need to use the toilet facilities; (2) they may need to use the library or other resource facilities; (3) they may be sent on errands or given jobs of responsibility. In such circumstances the school is still acting as a responsible adult in giving the children opportunities for acquiring independence, self-discipline and the accomplishment of an unsupervised task. Children will be given specific instructions on these occasions.

Children will not be allowed to climb on apparatus in the hall, or lift PE apparatus or any other apparatus without the teacher being present.

Traffic Management

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

These measures have then been shared with staff and the relevant provisions communicated to parents/visitors.

- Ensure all staff, children and visitors use identified access routes and footpaths
- Vehicles driven by staff, visitors and those requiring accessible parking are only allowed into the school car park in their vehicle

Training

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the New Staff Induction Checklist.

The Responsible Manager is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work and this is communicated by the Admin Officer. A training needs analysis will be carried out by the Admin Officer 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.

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

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

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

Upkeep of buildings and grounds

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

Violent Incidents

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Hook Junior School.

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.

Violent incident reporting is completely confidential. Violent and aggressive incidents are to be reported using CSRF-001 Violent Incident Report (VIR) Form in accordance with Children's Services Safety Guidance Procedure SGP18-07.

Visitors

All visitors must initially report to the main reception where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will be asked to record their presence by signing the visitors book and will be provided with a safeguarding leaflet and a visitors badge that they must wear and clearly display for the duration of their visit.

- It is the duty of all of the personnel within the school to ensure the health and safety of all visitors
- All visitors must sign into the school at reception and sign out again when leaving
- No visitors are allowed through the main door without gaining permission from the reception staff
- Visitors are to be accompanied to their destination as appropriate
- Appropriate personnel are to be made aware of visitors to the school
- Visitors are not permitted to enter unauthorised areas of the school

Vulnerable Persons

Where there are vulnerable persons (including young, pregnant, those with a disability, those with temporary or permanent medical conditions) working or visiting the premises, a risk assessment will be completed and appropriate procedures implemented to ensure their health, safety and welfare whilst on site.

Work at Height

Work at height is always to be undertaken in accordance with the Corporate policy on Work at Height. At Hook Junior 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.

When using access equipment, such as ladders or stepladders, the correct equipment is always to be used for the job to be undertaken. This selection must always be underpinned by a risk assessment and it must be used in accordance with the training provided.

Contractors are to be advised of all access points within and around the building. These should include fire safety advice in the roof void and the locations of the external ladder fixing brackets. Contractors working at height are to be appropriately supervised.

The competent person for work at height on the premises who has attended the Caretaker Support Service Ladder and Stepladder Safety half-day course is *the Site Manager* and he is authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to staff in accordance with SGP 23-08
- Provide stepladder and steps training to staff using the Children's Services *Stepladder and Steps Safety* user training presentation
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use

The competent person for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

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

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

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be selected by the competent person and only used as specified in the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is **forbidden** for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have attended the Ladder stepladder training or have received training from the ladder and stepladder competent person (using the CSHST Ladder presentation).
- Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder and Stepladder Safety half-day course within every three years
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment

Related Documents

CCTV Policy

Child Protection and Safeguarding Policy

Drugs, Alcohol and Smoking Policy

Emergency Evacuation Plan

Fire Safety Manual

First Aid Policy

Joint Schools' Travel Plan

Kitchen Hygiene Information – Health and Safety folder

Legionella Log Book (Available in school reception)

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