



## **Berrywood Primary School**

### **Health and Safety Policy**

#### **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 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 staff on all matters affecting their health, safety and welfare
- Provide and maintain safe plant and equipment
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for staff/pupils/visitors
- 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, injury or ill health
- Maintain a safe and healthy working environment ensuring the welfare of all persons
- 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 has been developed to ensure that the above commitments can be met. All staff and governors will be instrumental in its implementation.

#### **Organisation**

The overall responsibility for Health and Safety at Berrywood Primary School is held by Hampshire County Council who will:-

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

The responsible manager for the premises is the Headteacher who will:-

- 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 a part of the day-to-day management of the school
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours 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
- Update the governing body
- Produce, monitor and review local safety policies and procedures
- Monitor and review the health and safety policy periodically and as required

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

### **Staff with direct responsibilities**

#### **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. They will work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

#### **Teachers & Supervisors**

The responsibility of applying safety procedures on a day-to-day basis rests with the teachers and supervisors, supervisors being anybody who has a supervisory role for others. Where any new process or operation is introduced in the area of their responsibility, they are to liaise with health and safety personnel (as appropriate) so that the associated risks are assessed and any precautions deemed necessary are implemented. All accidents will be investigated by them in accordance with the current procedures in order that the cause of any accident can be identified and remedial actions taken as appropriate. They are to ensure that all new members of staff under their control are instructed in their own individual responsibility with regards to the health and safety and they will appropriately monitor any new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary.

## **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

## **Health and Safety Working Party**

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

The health and safety working party comprises of :-

- Headteacher
- Deputy Headteacher
- School Business Manager
- Site Manager
- Governor responsible for Health and Safety
- Resources Committee of the Governing Body

## **Fire Safety Co-ordinator**

The Site 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. They will 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 works within their level of competence and seeks appropriate guidance and direction from the Headteacher and/or the Children's Services Health & 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. They will attend the facilities management training course and refresh this training every six years. They are responsible for the local management and completion of day-to-day premises matters and duties. They will work within their level of competence and seek appropriate guidance and direction from the responsible manager/headteacher and/or the Children's Services Health & Safety Team as required. The Site Manager is the nominated person at Berrywood Primary School.

## **Health & Safety Representative**

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. 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. The School Business Manager is the nominated person at Berrywood Primary School.

## **Legionella Competent Person**

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

The Legionella competent person ensures 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 advises the Headteacher of any condition or situation relating to Legionella 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 responsible Headteacher and/or the Property Services as required.

The Site Manager is the nominated competent person for asbestos on the premises and acts on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely in accordance with Corporate Procedure. He will annually complete the asbestos e-learning course and all training records will be retained. The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. He will ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements. He will advise the Headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. He 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.

### **Accident Investigator**

The on-site trained accident investigators are the Site Manager and School Business Manager who will lead on all accident investigations in accordance with departmental and corporate procedures.

### **Other Specific roles and responsibilities**

Medical equipment/rooms are monitored by the clerical/resources assistant and a record of first aid box/kit inspection is kept.

Accident reporting is monitored and analysed by the clerical/resources assistant and findings reported to the Health and Safety team/Resources Committee of the governing body.

Upkeep of medication, documentation and dissemination of information regarding children with specific medical conditions is maintained by the resources/clerical assistant.

## **Arrangements/Procedures**

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 Berrywood Primary School and are to be used alongside other current unit/centre/school/premises procedures & policies.

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.

### **Accident/Incident Reporting and Investigation**

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

Any accident, incident or injury involving staff, visitors or contractors, and the more serious accidents/incidents to children are to be reported and recorded in the HCC Accident/incident reporting form held in the school office and also available on the VLE. This form will then be added to the online system as soon as practically possible by the School Business Manager.

A copy of the completed online form is then automatically forwarded to the Children's Services Health & Safety Team and the person reporting the incident. The manager will receive an electronic 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 underlying causes of the accident so as to be able to implement appropriate measure to prevent reoccurrence.

Minor accidents to pupils are to be recorded in the minor accident books kept in the school medical rooms and Berries breakfast and after school club rooms.

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

The headteacher will ensure that the governing body/senior management is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the administrative team and monitored for trend in order that repetitive causal factors may be identified to prevent reoccurrences.

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

### **Administration Of Medicines**

Arrangements regarding medicines are set out in the Supporting Pupils with Medical Conditions Policy which can be found on the school website or staff Berrywood Hub.

### **Asbestos Management**

Asbestos management on site is controlled by the asbestos competent person. The asbestos register as issued by the Asbestos Team is located at the school reception and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site.

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

The Responsible Manager and Nominated responsible Manager must 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.

Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the competent person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the responsible manager/headteacher and/or the asbestos competent person who will immediately act to cordon off the affected area and contact the PBRS Asbestos Team for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the responsible manager/headteacher and/or asbestos competent person.

Correct use of the asbestos register is monitored periodically by the School Business Manager.

### **Child Protection**

A separate policy for Child Protection and guidelines are available on the school website and staff Berrywood Hub and should be referred to.

### **Community Users/Lettings/Extended Services**

The responsible Headteacher will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed (see RA019)
- 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 approved contractors are always to be used for contractual work on the premises. Where non-HCC approved contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. The departmental CSAF-013 Safe Selection of Contractors Checklist is to be used to determine competence of non-HCC contractors who will require adequate risk assessments to demonstrate their safe working practices for specific work being undertaken.

All contractors must report to reception where they will be asked to sign the visitors book and asbestos register. On arrival contractors will also be given a localised risk assessment to read and sign. This contains site specific health and safety information and also prompts contractors to let the receptionist know if they will be carrying out hot work which requires a permit

They are also given all relevant details of fire safety procedures & local safety arrangements.

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.

### **Curriculum Activities**

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant subject teachers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and Hampshire County Council. Heads of Year Groups 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.

The kiln is protectively housed within a separate room and illuminated lights indicate when it is in operation. Adults will supervise this area at all times with children of all ages.

### **Display Screen Equipment**

All users must complete the *display screen equipment e-learning course* every year without exception. All users must carry out periodic workstation assessments using the DSE user checklist. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

### **Electrical Equipment**

The responsible manager/headteacher will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported & immediately taken out of use until repaired
- All portable electrical equipment will be inspected/tested annually
- Equipment testing/inspection can only be carried out by a competent person.
- The competent person to be used is Emcor
- 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/headteacher 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 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 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 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.

### **Environmental Waste**

- Care will be taken with all waste to ensure it is properly and safely discarded
- Boxes will be broken down flat
- Outside bins will be regularly emptied by the Site Manager and the number of bins audited
- Blood waste will be disposed of in the yellow bins positioned in each medical room
- Sharps will be disposed of in the sharps box provided and kept out of reach of unauthorised persons

### **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/headteacher 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 first aid requirements is completed annually and details the number of first aid staff required.

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.

### **Forest School**

Forest School programmes may include activities that are considered higher risk than usual for participants. It is the general approach of the Forest School to consider not only the risks of each activity but the potential benefits too. However, Berrywood Primary School seeks to minimise risk by following appropriate procedures for more risky activities, such as tool use and fires, and by carrying out risk assessments covering key hazards that participants may come into contact with during a session.

### **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 and is reviewed when there are changes to the premises.

### **Good Housekeeping**

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

- Keep corridors and passageways free from obstruction
- Ensure shelves in storerooms are stacked neatly and not overloaded
- Heavy items are to be stored on lower shelves to assist manual handling
- Keep floors clean and dry and free from slip and trip hazards
- Emergency exits are not obstructed
- Storage of supplies to be in correct location
- Rubbish and litter to be cleaned and removed at the end of each working day
- Staffroom cupboards and fridges to be cleaned out by year teams according to the rota. Fridge cleaning will be recorded.
- Poor housekeeping or hygiene conditions are immediately reported

### **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 Headteacher. The premises COSHH assessor acting on behalf of the Headteacher 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 will be stored in designated secure and signed storage areas which will remain locked at all times.

A mop and bucket will be made available for use by staff for accidents, spillages etc containing appropriate cleaning fluids to be used near children. These will be appropriately labelled.

### **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 Site Manager, Business Manager or Headteacher if appropriate.

The Site team will conduct inspections of the grounds on a daily basis, particularly after strong winds, to assess safety in relation to trees/branches. HCC trained staff carry out an annual inspections of trees and wooded areas and arrange for maintenance/prevention works to be carried out as necessary.

Routine documented inspections of the premises will be carried out every month in accordance with the premises monthly inspection schedule by the Site Manager. These checks will be carried by the Site

Manager, accompanied occasionally by a governor from the Resources Committee. Inspection findings are recorded on the locally adapted CSAF-005/CSAF-010(A/B/C) Premises Safety Inspection Checklist. This is presented monthly to the Headteacher for review and signature.

Defects identified during these routine documented inspections are to be immediately reported to the School Business Manager/Headteacher and recorded in the defect book. Any identified high level risks or safety management concerns are to be acted upon immediately or as appropriate.

Periodic detailed inspections of the premises' safety management system will be carried out every year by the Site Manager and Governor responsible for health and safety. These documented inspections will examine all areas of the safety management system and will be carried out using the locally adapted CSAF-004/CSAF-011 Annual H&S Inspection Checklist.

It is the schools responsibility that the termly H&S web monitoring form is completed by the Site manager and Business manager. 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 the responsibility of HC3S and only to be used by authorised staff in accordance with the identified safe working procedures. 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/food preparation areas are the responsibility of the Headteacher, Site Manager, School Business Manager and Berries Managers.

### **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.

### **Lone Working**

#### **(to be read in conjunction with the Lone Working Policy)**

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)

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:

- 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
- Lone working is to be carried out in accordance with the lone working policy

The lone working corporate policy and risk assessment are available for staff to view on the Berrywood Hub

## **Moving and Handling Activities**

### **(to be read in conjunction with the Moving and Handling Policy)**

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 Site Manager and Site Assistant are expected to undertake regular physical work which would typically include significant moving and handling, so therefore they must attend a formal moving and handling course specific to the work requirements. Training for all staff takes place periodically, but at least every three years, and as part of the induction process (e-learning).

## **Off-site Activities**

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

## **Provision of Information**

The Headteacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are:-

- Health and Safety Policies are available to all staff on the staff Berrywood Hub
- Statutory Health and Safety policies are available on the school website
- Key health and safety policies available on the H&S notice board in the staffroom
- Key health and safety policies are given in hard copy format as part of the induction process for staff
- Key health and safety policies are provided for all volunteers to read as part of their induction process
- Health and Safety is an agenda item at every meeting including:-
  - Senior Leadership Team
  - Site Manager/Business Manager meetings
  - Resources Committee of the Governing Body – half termly meetings
  - MDSA meetings
  - Support staff meetings half termly
  - INSET training – all staff annually
- Health and safety information is disseminated to all external visitors contractors to the school site as outlined under the relevant section of this policy.
- Urgent messages/information for staff are communicated to staff either verbally or via the school VLE as appropriate.

Children's Services Health & Safety Team can provide both general and specialist advice.

The *Health and Safety Law* poster is displayed at the school reception.

## **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.

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

The trained risk assessor on site who is the Site Manager 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/headteacher 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 as listed for review in the premises bring-up diary system. These are also posted on the Berrywood Hub for staff to access.

### **Security**

#### **(To be read in conjunction with the Security Policy)**

A separate Security Policy is available and should be referred to. This is available on the school website and Berrywood Hub.

### **Slips, Trips and Falls**

Slips, trips and falls account for a high percentage of injuries in schools. It would be unrealistic to expect children not to fall, particularly at playtime. However, staff should be alert to and report conditions considered hazardous. Such conditions can include uneven surfaces, holes, wet or slippery surfaces, worn carpets and trailing cables.

### **Smoking**

Smoking is not permitted on the premises. This includes e-cigarettes/vaporizers

### **Stress**

#### **(to be read in conjunction with the stress policy)**

Berrywood Primary School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & 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 & Safety Executive's Management Standards, guidance and requirements. All staff will be given contact details for the employee support line on induction and/or as deemed appropriate.

### **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 Traffic Management Plan.

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

### **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 Headteacher is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. A training needs analysis will be carried out from which a comprehensive health and safety training plan will be developed and maintained to ensure health and safety training is effectively managed for all staff who require it.

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

- Induction training regarding all the requirements of this health and safety policy
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety change

- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals
- Appropriate annual e-learning courses to meet HCC mandatory corporate training requirements

Training records are held by the School Business Manager 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. The Governors will support requests for appropriate Health and Safety training.

### **Vehicles on Site**

Vehicles using the school site will be strictly controlled. As much as is reasonably possible vehicles and pedestrians will be kept separate. Where this is not possible there are suitable crossing points which are marked and sign-posted. There are parking bays for staff vehicles and school visitors which will be clearly marked and maintained. There are also allotted parking bays for emergency access to the school site and for people with disabilities. Parents will not be allowed access to the car park at the start and end of the school day but may access the site during the school day to drop off or collect pupils. Parents may drop off children before 8.00 am and collect after 4.45 pm. Signs are displayed stating that all vehicles are left on site at the owners risk. In special circumstances, parents may access the car park outside of permitted times by prior arrangement only.

### **Violent Incidents**

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Berrywood Primary 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 the online incident 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 to enable them to act appropriately and safely in the event of an incident. A badge detailing evacuation information, first aid arrangements and accident reporting is issued. The badge also states that there no smoking on site. Visitors are also provided with information asking them to let the receptionist know if they would be unable to hear a fire bell and also asking if they will be carrying out any 'hot work'.

### **Vulnerable Persons**

Where there are vulnerable persons (young, pregnant, those with a disability, those with temporary or permanent medical conditions etc) 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 Berrywood Primary 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.

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

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide 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 & 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 as per the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have attended the ladder and stepladder training or received training from the ladder stepladder competent person (using the CSHST Ladder presentation)
- Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder & Stepladder Safety half-day course within every three years
- Any safety concerns about a 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

### **Arrangements for Reviewing Policy**

This policy will be reviewed annually

Other policies that may be referred to in conjunction with the Health and Safety Policy are:-

- Fire Safety Policy
- Critical Incident Plan
- Security Policy
- Lone Working Policy
- First Aid and Emergency Arrangements Policy
- Drugs and Substance Misuse Policy
- Child Protection Policy
- Physical Restrain Policy
- Supporting Pupils with Medical Conditions Policy
- Moving and Handling Policy
- Stress Policy

**Approved By**

Date of review: September 2019

Signed: Chris Reilly ..... Date: .....  
Headteacher

Signed: Alison Millman ..... Date: .....  
Chairman of Governing Body