

**STATUTORY**

# Park Primary School

## HEALTH AND SAFETY POLICY

June 2015, updated May 2016
Mrs Jane Henderson – Health and Safety Manager
Chair of Governors –Melvyn Bucket

### 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 partnerships, contractors, sub-contractors, employers, Hampshire County Council departments and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are to:

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

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and governors will be instrumental in its implementation.

## ORGANISATION

### Employer Responsibility

The overall responsibility for health and safety at Park Primary School is held by Hampshire County Council who will:

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

### Health and Safety Manager

The responsible manager for the premises is Mrs Jane Henderson who will act to:

- Manage, advise and co-ordinate local safety matters
- Develop a safety culture throughout the school
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities
- Periodically update the governing body as appropriate
- Produce, monitor and periodically review all local safety policies and procedures
- Work within her level of competence and seek appropriate guidance and direction from the headteacher or the Children's Services Health & Safety Team as required.

### 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 health and safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting safety concerns to their staff representative or other appropriate person
- Reporting any incident that has led, or could have led to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others
- Ensuring the safety procedures for school visits are followed

### **Site Manager**

The site manager is Mr Roger Ebbutt and he 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 Health and Safety Manager and the Children's Services Health & Safety Team as required.

### **Fire Safety Co-ordinator**

Jane Henderson is the fire safety co-ordinator who is the competent person for fire safety on the premises and acts on behalf of the headteacher. She will attend the fire safety co-ordinator training course and will 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 also supervises the upkeep of the fire safety manual.

The fire safety co-ordinator will work within her level of competence and seek appropriate guidance and direction from the headteacher or the Children's Services Health & Safety Team as required.

### **Administrative Officer**

The office manager is responsible for the day-to-day local management of health and safety within her team, acting on behalf of the health and safety manager and the headteacher. She will ensure that office staff are provided with adequate safety information and that they manage all integral and specific risks relating to the department's functions. She will ensure that the office team complies with overall school policies and procedures; that all activities are periodically risk assessed, periodic inspections are carried out, and necessary controls are implemented.

### **Key Stage Leaders**

The KS Leader is responsible for the day-to-day local management of health and safety within their own team, acting on behalf of the headteacher. She will ensure that staff are provided with adequate safety information and that they manage all integral and specific risks relating to their year group. She will ensure the year team complies with overall school policies and procedures; that risk assessments are carried out where necessary, periodic inspections are carried out, and necessary controls are implemented.

### **All School Staff**

The responsibility of applying local safety procedures on a day-to-day basis rests with the school staff. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented. They are to ensure that all new members of staff under their control complete the staff health and safety induction process and are instructed in their own individual responsibilities with regards to health and safety. (Using CSAF-017 New Staff Health & Safety Induction Checklist.) They will then appropriately monitor those new staff members. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

### **Special Needs Co-ordinator**

The SENCO will be responsible for ensuring that appropriate health and safety procedures are in place for children with Special Educational Needs.

### **Deputy Head Teacher/SENCo**

The Deputy Head Teacher/ SENCo is responsible for the day-to-day local management of health and safety within the Pastoral Team and those TAs who are line-managed by the SENCo as they are not specific class based. She will ensure that staff are provided with adequate safety information and manage all integral and specific risks relating to the department's functions. She will ensure the team complies with overall school policies and procedures and that new staff complete the health and safety induction process.

### **The Site Manager**

The site manager is responsible for the day-to-day local management of asbestos, legionella, supervision of fire equipment and emergency lighting, COSHH, and the general maintenance and cleaning of the school site, acting on behalf of the health and safety manager and the headteacher. He is trained for working at height.

He works alongside the health and safety manager to undertake the monthly health and safety site checks, identifying and remedying problems and hazards as necessary.

The site manager ensures cleaning staff are provided with adequate safety information and manages all integral and specific risks relating to the management of the site. He will ensure the cleaning team complies with overall school policies and procedures; that all activities are periodically risk assessed, periodic inspections are carried out, and necessary controls are implemented. He will also ensure that welfare facilities for adults and children are adequately inspected, cleaned, ventilated and lit.

### **Legionella Competent Person**

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

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

### **Asbestos Competent Person**

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. He is to annually complete the asbestos e-learning course and all training records are to be retained.

## CHILDREN'S SERVICES HEALTH & SAFETY

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

### **Accident Investigator**

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

### **Parents**

Parents are asked to support our aims by ensuring that their children attend school in good health, supporting the school's discipline policy, ensuring that the school has up to date contact information and following our procedures for the reporting of absence.

### **Pupils**

In line with our school rules, pupils will develop a growing understanding of health and safety issues, contributing to the development of codes of behaviour, conducting themselves in an orderly manner and taking responsibility for maintaining a safe and healthy environment.

## **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 Park Primary School and are to be used alongside other current school procedures and 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 & 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 is to be reported and recorded in the HCC Accident Report Book held in the School Office. A copy of the completed form is to be forwarded to the Children's Services Health & Safety Team in accordance with Children's Services Safety Guidance Procedure SGP 17-07.

Minor accidents to pupils are to be recorded in the accident book located in the Medical Room.

## CHILDREN'S SERVICES HEALTH & SAFETY

Accidents involving children locally considered being of a more serious nature than the minor incidents are to be recorded on a CSRF-003 School Accident Internal Report Form which is to be retained in the School Office.

The more serious accidents that are notifiable to the Health & Safety Executive (HSE) are to be reported using the F2508 Report Form and a copy is to be forwarded to the Children's Services Health & Safety Team.

All significant accidents, incidents and near-misses are to be immediately reported to the headteacher. The trained accident investigator will conduct a documented investigation into more serious incidents. 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.

The HCC online accident investigation report tool is to be used for the recording/reporting of investigations. The health and safety manager or headteacher will ensure that the governing body is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Senior Leadership Team for trend analysis 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 health and safety manager or headteacher, 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 Administration of Medicines Policy.

### **Asbestos Management**

Asbestos management on site is controlled by the site manager who is the asbestos competent person. The asbestos register as issued by PBRS is located in the Site Manager's Office 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.

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 site manager, health and safety manager or the headteacher who will immediately act to cordon off the affected area and contact the PBRS Asbestos Team for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the headteacher and the site manager.

### **Blood-borne Viruses**

See risk assessment on minimising the risk of contamination by blood-borne viruses.

### **Child Protection**

Arrangements regarding child protection are set out in the Child Protection Policy.

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

The Senior Leadership Team will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed using RATF-047A or RATF-047B
- The premises is safe for use and is always inspected by the site manager 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
- All electrical equipment brought into school by third parties has been PAT tested
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment
- Hirers/users sign to confirm that they have received a copy of the school health and safety policy

### **Contractors on Site**

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 the School Office where they will be asked to read the health and safety information, sign the visitors book and the asbestos register. All contractors must read the health and safety information provided in reception that includes all relevant details of fire safety procedures and local safety arrangements.

Host staff are responsible for monitoring work areas and providing appropriate supervision, moreso 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 by the relevant subject managers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education and Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and Hampshire County Council. Subject managers and teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises are managed safely following the appropriate guidance.

## 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 CSAF-001 Workstation Assessment Form. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

## Electrical Equipment

The site manager and all school staff will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported & immediately taken out of use until repaired
- All portable electrical equipment will be inspected/tested at intervals annually
- Equipment testing/inspection can only be carried out by a competent person
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested
- New equipment must be advised to the site 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 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 copy of the emergency evacuation plan on the staff handbook CD, 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.

## 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 fire safety co-ordinator and headteacher will ensure 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

## CHILDREN'S SERVICES HEALTH & SAFETY

- Plans of the school site showing fire exits and the position of fire-fighting equipment are shown on the health and safety notice-board
- 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 of first aid trained staff on site are listed in the first aid policy, on the health and safety notice-board in the staff room and in the medical room. Copies of first aid certificates are held in the Health and Safety File.

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.

First aid kits and medicines are checked regularly by the office staff.

The notice board in the staff room shows photographs of any children or staff with individual health care plans. Photographs are also displayed in the medical room. The blue medicines file in the cupboard above the photos in the medical room contains the health care plans and permission slips for this information to be made available to emergency services if the need arises.

In the event of more serious injuries, the headteacher or deputy headteacher will decide on appropriate action. If necessary, the Critical Incident Plan will be put into operation. Parents will be informed by phone and, wherever possible, will be asked to collect the child. An ambulance will be called if necessary. Where it is not possible to contact the parent, the child will be taken to Frimley Park Hospital accompanied by a suitable member of staff. Accident investigation will take place.

### 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.

### 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

## CHILDREN'S SERVICES HEALTH & SAFETY

- Floors are kept clean and dry, and free from slip and trip hazards
- Signs are used to indicate wet floors which may be hazardous
- 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
- Warning signs are used where cleaners are working at height or using equipment with trailing leads
- 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 health and safety manager or 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 are to be stored in the secure and signed storage in the stock cupboard when not in use. This is to remain locked at all times.

### **Inspections and Monitoring**

Daily monitoring of the premises by all staff, through normal working routines and general use, is expected to identify general safety concerns and issues which should be immediately reported to the health and safety manager.

Monitoring and inspections of individual subject areas will be carried out subject managers.

Routine documented inspections of the premises will be carried out by the health and safety manager and the site manager in accordance with the premises monthly inspection schedule. Inspection findings are to be recorded on the locally adapted CSAF-005/CSAF-010 Monthly Premises Safety Inspection Checklist.

Defects identified during these routine documented inspections are to be immediately reported to the senior leadership team (SLT) and recorded in the Health and Safety File in the Site Manager's office. Any identified high level risks or safety management concerns will be actioned by the SLT.

Detailed inspections of the premises' safety management system will be carried out every year by a member of the Governors' Resources Committee. 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.

## **Kitchens**

The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. HC3S are currently responsible for the procedures for the local management of the main kitchen. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

Overseeing safe working procedures and authorised access for other kitchen areas, canteens, and food preparation areas is currently the responsibility of HC3S staff.

## **Legionella Management**

Legionella management on site is controlled by the site manager who is the Legionella competent person and will manage and undertake all procedures regarding Legionella in accordance with Children's Services Safety Guidance Procedure SGP 13-07. Records of all related training, flushing, temperature monitoring, cleaning and defects will be retained for auditing purposes.

## **Lone Working**

From time to time members of staff will work alone whether on PPSA premise or possibly at home, in such circumstances it is the policy of PPSA to support and protect lone workers, however it shall be PPSA policy that all lone working is 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 which should be read and understood by all staff.

Strategies for monitoring lone working contractors on PPSA premise must be appraised of the lone working policy and shall be periodically monitored.

## **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 site manager is expected to undertake regular physical work which would typically include significant moving and handling, so therefore he should attend a formal moving and handling course specific to the work requirements.

## **Off-site Activities**

Arrangements regarding off-site activities are managed in accordance with the Outdoor Education Service's procedures and guidance. The school visits file containing the school visit preparation check list is available in the School Office.

## **Physical Intervention**

Arrangements regarding physical intervention are set out in the Physical Intervention Policy. The acting headteacher and the acting deputy headteacher have both undertaken physical intervention training courses.

## **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 include use of the staff handbook, school diary, staff meetings, meeting minutes, signature based receipt of information and the health and safety notice board.

Local health and safety advice is available from the headteacher and the Children's Services Health & 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. 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 is the headteacher, who will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with appropriate knowledge and understanding in each area of work

All risk assessments and associated control measures are to be approved by the headteacher prior to implementation.

Completed risk assessments are filed in the Health and Safety File in the site manager's office and will be reviewed periodically in accordance with each risk assessment's review date as listed.

## **Security**

Arrangements regarding security are based on the premises security risk assessment and are set out in the on-site security policy & procedures which include emergency unlock routines.

## **Smoking**

Smoking is not permitted on the school site.

## **Stress & Wellbeing**

Park Primary 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 & Safety Executive's Management Standards, guidance and requirements. Stress management will be discussed as part of the professional review process.

Information about the Employee Support Line can be found on the Health and Safety Notice-board in the staff room. A copy of the HCC *Stress* information pack can also be found on the notice-board.

### **Supervision**

Children should not arrive on the school site before 8.40 a.m. Supervision will be provided in the playground until 8.50 a.m. Children are not allowed to play on the playdole or play ball games on the side playground before school. Children whose parents are staff at the school are the responsibility of their parents until 8.50 am and should be properly supervised by them or the Breakfast Club leader.

At playtimes, supervision will be provided on the playgrounds by teachers and LSAs. Lunchtime supervision is provided by lunchtime supervisory assistants.

### **Traffic Management**

Arrangements regarding on-site traffic safety are based on the premises traffic risk assessment and are set out in the site security policy.

### **Training**

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the CSAF-017 New Staff Health & Safety Induction Checklist.

The headteacher and deputy headteacher are responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. All student teachers, pupils on work placement and supply teachers will be provided with a copy of the health and safety policy and recommendations for e-learning during their time in school.

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 in the site manager's office. The headteacher 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 upkeep of the buildings and grounds is the responsibility of the governing body and is monitored by their resources committee. The health and safety manager and site manager carry out monthly inspections of the premises to ensure that the site is suitably maintained. In response to these inspections, remedial action is taken where appropriate.

### **Violent Incidents**

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Park 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 CSRF-001 Violent Incident Report (VIR) Form in accordance with Children's Services Safety Guidance Procedure SGP18-07. These can be found in the school office.

### **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 are requested to read the information provided before signing the visitors' book.

All visitors must wear a visitor sticker while in school. Visitors without DBS checks will be accompanied by a member of staff throughout their visit.

Appropriate personnel are to be made aware of visitors to the school.

### **Work at Height**

Work at height is always to be undertaken in accordance with the Children's Services Safety Guidance Procedure SGP 23-08. At Park 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 HEALTH & SAFETY

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 received training from the ladder and stepladder competent person
- Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder & Stepladder Safety half-day course within 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

Approved:

Chair of Governors