



Health & Safety Policy

Revised by School	February 2023
Responsible Person	Lee Dallinger
Responsible Committee	Full Governing Body
Ratified by GB	January 2016
Next Review	February 2024

1. Foreward

“This statement of the University of Chichester Academy Trust’s Health and Safety Policy towards the conduct of its activities, reaffirms the intent of the Trust and its Board to conduct its affairs with all due regard for the health and safety of staff, pupils, parents and visitors. It is concerned with the protection of everyone who is lawfully on Trust property who may be affected by its activities and seeks through clearly defined responsibilities to achieve the highest standard of health and safety that is reasonably practicable. This Health and Safety Policy imposes a duty on all of us to take care of our own health and safety and those who may be affected by our activities. I ask every one of you to think constantly about how you can improve the health and safety impacts of your work as well as that of your colleagues and pupils. Please give the Policy your total and active support.”

University of Chichester Multi Academy Trust

2. Statement of Intent

The Trust’s Board recognises its responsibilities under the relevant Health, Safety and Environmental legislation, in particular the Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other relevant statutory regulations. The Trust is committed both as an employer and as a provider of education to the provision of a safe and healthy working environment for members of staff, pupils, parents and visitors. In furtherance of this Policy, the Board through its Local Governing Bodies will, so far as is reasonably practicable, provide:

- Processes to identify hazards and assess risks through recognised risk control systems.
- Clear policies, guidance and procedures to support the Health and Safety Policy.
- Safe premises, plant, equipment and systems of work.
- Adequate facilities, protective equipment and clothing to enable articles and substances to be used, transported, handled and stored safely.
- Such information, instruction and supervision as are necessary to ensure the health and safety of staff, pupils and visitors.
- Appropriate arrangements for consultation with staff and union representatives on measures for achieving agreed health and safety standards and performance.

The Board considers issues of health and safety to be of the highest importance and priority and seeks to maintain commitment to continuous improvement and awareness. The Board also undertakes, through its Local Governing Bodies, to ensure that staff and pupils are consulted and involved in all areas of health and safety.

While recognising its own legal responsibilities in the matter of health and safety at work, the Board requires all staff, pupils, parents and visitors to act safely and to co-operate in meeting these obligations. The Board

believes that health and safety at work is the responsibility of all. It will encourage employees to take an active role in ensuring that a safe working environment is maintained.

This policy will be reviewed as appropriate by the Trust, taking into account any new legislation or practices that may affect this document.

3. Introduction: The legal position

The concept that employees should be safe at work is not a recent phenomenon. Legislation was developed in the 1970s to streamline the many different statutes governing safety issues making management responsible for the provision and maintenance of adequate standards and policies. Although there are many different statutes governing safety issues, health and safety is not only governed by legislation. Under what is known as 'common law' all employers have a duty of care imposed on them to protect their employees. There is also a term implied into all employment contracts requiring employees to comply with the Trust's health and safety policies and guidelines.

The legislation relating to health and safety is extensive. One of the most important statutes is the Health and Safety at Work etc Act 1974 (HASAWA). All work places are covered by this legislation which states that an employer must do everything reasonably practicable to provide a safe and healthy workplace with adequate welfare facilities. HASAWA has been supported and extended by various sets of regulations, codes of practice and guidance, all of which deal with various aspects of health and safety.

The organisation and management of health and safety is a corporate responsibility and failure to comply with health and safety requirements can have serious consequences – for the Trust, the Board, Governing Bodies and individuals. Health and safety law states that organisations must provide a written health and safety policy; assess risks to staff, pupils, partners, stakeholders and any other people who could be affected by the activities of the Trust; arrange for the effective planning, organisation, control, monitoring and review of preventive and protective measures; ensure that staff and pupils have access to competent health and safety advice; and consult staff about their risks at work and current preventive and protective measures. Responsibility for Health and Safety is delegated to academies in the Scheme of Delegation

4. Health and safety at work: risks and benefits

Addressing health and safety should not be seen as a regulatory burden: it offers significant opportunities. Benefits include:

- Reduced costs and reduced risks – accidents are fewer, the threat of legal action is lessened, employee absence and turnover rates are lower.
- Improved standing among collaborative partners and suppliers.
- A better reputation for corporate responsibility among pupils and members of the community.
- Increased productivity – employees and pupils are healthier, happier and better motivated

5. Essential principles

It is the policy of the Trust to comply with the legal obligations outlined in HASAWA, the Management of Health and Safety at Work Regulations 1999 and any other relevant statutory provisions by delegating to school Governing Bodies the responsibility for ensuring:

- The provision of a safe and healthy working environment with adequate facilities and arrangements for welfare.
- Physical equipment and structures are maintained to be intrinsically safe and without risks – including the means for accessing the workplace and exiting from it.
- Information, instruction, supervision and training are provided to ensure safety by competent personnel. Prescribed information will also be supplied to non-employees e.g. visitors and contractors, about any work that might affect their health and safety.

- Procedures are drawn up and reviewed for the safe use of equipment, safe systems of work, and the safe use, handling and storage of materials.
- Training is provided and reviewed for employees and for those appointed as health and safety co-ordinators/fire wardens/risk assessors/first aiders.
- The provision and use of protective clothing and equipment where necessary.
- That medical advice is available where needed.
- Arrangements are put in place for the periodic inspection of work places and methods of working and the monitoring of any corrective action necessary.
- Arrangements are in place to ensure that consultation is facilitated between management, employees and their union representatives.
- Sufficient time and other resources are given to employees with health and safety duties to allow them to discharge these duties effectively.

The Health and Safety Policy will evolve over time, e.g. in the light of major organisational changes such as restructuring or a significant acquisition. At a minimum, the School and its Local Governing Body will review and update this policy annually.

6. Leading Health and Safety

The Trust expects Local Governing Bodies to ensure that health and safety is integrated with other core management functions and that all employees and pupils are equipped with the necessary information, instruction, training and supervision to carry out their responsibilities. This includes:

1. Strong and active leadership from the top:
2. Employee involvement:
3. Assessment and review:

The Board expects the Governing Body to do this by purchasing third party expert support for H&S, either by taking out a local authority SLA or by engaging another professional to offer a similar service; this must include an annual audit.

7. Key Health and Safety Roles

Key Health and Safety Roles can be found on the Health & Safety notice board in the staff room.

8. The Organisation

8.1. Employer Responsibility

The overall responsibility for health and safety at Kingsham Primary School is held by *The University of Chichester Academy Trust* who will:

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

8.2. Responsible Manager

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

- Develop a safety culture throughout the school/premises/organisation
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities

- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities
- Periodically update governing bodies/partnerships as appropriate
- Produce, monitor and periodically review all local safety policies and procedures

8.3. Senior Leadership Team (SLT)

The HT will be supported by members of the Senior Leadership Team (SLT), including the Deputy Headteacher and Business Manager.

8.4. Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead is the person appointed to take lead responsibility for child protection issues in school and is a senior member of the SLT.

The DSL for the school is the Deputy Head. The deputy DSL is the Headteacher.

8.5. 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/premises/organisation 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
- Reporting to the Site Maintenance Co-ordinator any defects in equipment, structures or safety procedures, however trivial it might seem, which they are aware of and incidents which have led or might have led to injury or damage.
- 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
- Acting with due care for the health, safety and welfare of themselves and others and co-operating with managers by complying with instructions and procedures for safe working.
- Not intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety or welfare.
- Evacuating pupils promptly from teaching rooms in the case of emergency situations and fire drills, in accordance with Trust and school procedures.
- Making proper use of protective clothing and safety equipment provided (in accordance with any training or instruction provided by the school), reporting any loss or obvious defect in that equipment and taking reasonable care of it.
- Making sure that an appropriate and accurate record is made on the school's accident/incident report form, following an accident or near-miss which has (or could have) led to injury or ill-health and reported to the Health and Safety Officer.
- Taking responsibility for the safety of pupils and visitors, ensuring that any proposed new activity is risk assessed before the activity commences.
- Ensuring risk assessments are conducted and followed where appropriate (e.g. for field trips, work in laboratories or workshops) and all those who may be affected are advised of relevant findings and risk reduction strategies.

8.6. Site Maintenance Co-ordinator

The Site Maintenance Co-ordinator 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/she is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. He/she is to work within their level of competence and seek appropriate guidance and direction from the Headteacher/responsible manager and/or RW Safety Solutions as required.

8.7. On-Site Health & Safety Officer

The Health and Safety Officer undertakes a vital role in ensuring safe and compliant working practices in the school. They act as a liaison between their school and the academy's advisers on health and safety and are required to attend training to help them in their role. The officer:

- Undertakes training to carry out regular workplace inspections and to report health and safety concerns and deficiencies, ensuring that any recommendations or remedial actions are acted upon within an appropriate time frame.
- Maintains a health and safety file and completes any necessary health and safety returns.
- Provides advice and guidance on all matters relating to health and safety for staff, pupils and visitors.
- Takes the lead responsibility for reviewing and monitoring the effectiveness of health and safety policies, procedures and systems.
- Periodically implements a health and safety audit programme and addresses all issues raised
- Develops health and safety policies and guidance and ensures staff and receiving adequate training.
- Reports health and safety concerns and outcomes to the governing body
- Takes responsibility for investigating and reporting any relevant accidents or near-misses to the Health and Safety Executive.

The current Health and Safety Officer is the School Business Manager. The Business Manager is supported in the completion of this role by the Site Maintenance Co-ordinator.

8.8. All Teachers & Supervisors

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

8.9. Health and Safety Committee

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

The safety committee consists of the Health and Safety Governor, the On Site Health and Safety Officer, the Site Maintenance Co-ordinator and the staff Health and Safety Representative. The committee meet once per term.

8.10. 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 current Health and Safety representative is Dawn Tarrant.

8.11. Fire Safety Co-ordinator

Site Maintenance Co-ordinator 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 an appropriate fire safety 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 responsible for fire safety on the premises and acts on behalf of the responsible manager (the Headteacher). 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 Headteacher, the Business Manager and/or the University of Chichester Academy Trust as required.

The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the Business Manager, Headteacher and/or RW Safety Solutions as required.

The nominated fire safety co-ordinator is the site maintenance co-ordinator. Other fire safety co-ordinators include the Business Manager

8.12. Legionella Competent Person

The nominated competent person for Legionella acts on behalf of the Headteacher to provide the necessary competence to enable Legionella to be managed safely.

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 nominated Health and Safety officer 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 Business Manager, Headteacher, and the University of Chichester Academy Trust as required.

The nominated competent person is the Business Manager.

8.13. Asbestos Competent Person

The nominated competent person for asbestos on the premises acts on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely.

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 Headteacher 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 Headteacher, The University of Chichester Academy Trust and/or the Children's Services Health and Safety Team as required.

The nominated competent person is the Business Manager.

8.14. Accident Investigator

The Accident Investigator will lead on all accident investigations in accordance with school procedures. They will attend appropriate refresher training every three years and will work within their level of competence, seeking guidance and direction from the schools appointed Health and Safety consultant, RW Safety Solutions, as required.

The on-site trained accident investigators are the Business Manager and Site Maintenance Co-ordinator.

8.15. Educational Visits Co-ordinator (EVC)

All educational visits off site must be authorised by the EVC. The EVC will have completed EVC training a minimum of once every three years.

The schools EVC is the Headteacher.

8.16. Cleaning Lead

The Business Manager has overall responsibility for cleaning within the school. The Business Manager is supported in this role, on a daily basis, by the Site Maintenance Co-ordinator who manages the cleaners and reports back any issues.

A communication diary is available for all cleaning / premises staff in order to share information or notification of issues.

8.17. Extra Curricular Clubs

Activities before and after school are the responsibility of the member of staff managing the activity. Permission is to be sought from the HT to run an activity or club, and a Risk Assessment undertaken to ensure the activity or club conforms to all health & safety legislation, guidance and School process. Risk Assessments are reviewed annually.

8.18. Out of School Hours Club

Overall responsibility for the Out of School Hours club sits with the Business Manager. Risk Assessments are undertaken for any activity that differs from the normal operating procedures of the school, for example, going on a local trip to the park. Staff running the Out of School Hours Club are all Paediatric First Aid trained and have access to all appropriate information regarding the children in the club.

8.19. First Aid Lead

The Welfare Assistant leads on First Aid and is responsible for ensuring all first aid supplies are in date and appropriate for the school. The First Aid lead is supported by the Business Manager and together ensure that the First Aid policy is shared with all staff and being followed correctly.

8.20. Lettings Lead

The Business Manager is responsible for lettings including the general administration and day to day liaison with facility hirers. On site liaison with facility hirers is undertaken by the Business Manager and the Site Maintenance Co-ordinator.

8.21. PEEP's Manager

The PEEP's (Personal Emergency Evacuation Plans) Manager for the school is the SENCO. The SENCO leads on the creation and management of PEEP's for all pupils and staff requiring specific additional assistance or considerations, particularly relating to the School's Emergency Evacuation Plan.

Each pupil or member of staff with a PEEP in place is individually advised of the Evacuation Procedure. A termly review / refresher is undertaken with all individuals. All members of staff who work with the pupil is fully briefed on the Evacuation Procedure and individual pupil / staff PEEP's.

Copies of individual PEEP's are kept in the individuals pupils classroom, in the office, in the staffroom and in the emergency evacuation bag.

8.22. Health & Safety Assistance & Advice

RW Safety Solutions is the competent source of safety guidance for the school/organisation as required under Reg 7 of the Management of Health & Safety at Work Regulations 1999. Where incident, issues or concerns arise beyond the level of understanding or knowledge in the school/organisation, then advice from RW Safety Solutions must be sought.

9. Health and Safety 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 Kingsham Primary School and are to be used alongside other current school/premises 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.

9.1. Accident/Incident Reporting & Investigation

All accidents and incidents to staff, visitors, pupils and contractors are recorded in the schools electronic accident book which is on Smartlog. Smartlog can be accessed by staff members using the shortcut on all school devices. It can also be downloaded as an app.

Any minor accident or incident to a pupil, such as a grazed knee, are recorded on an accident slip and sent home with the pupil. This accident book is kept in the Welfare room.

Currently the School Business Manager is the nominated person responsible for ensuring all accidents and incidents are investigated and reported as necessary. Together with the Governor responsible for Health and Safety, the Business Manager will monitor these accidents and incidents in order to identify trends and report to the governing body. Any major accident or incident that fall under RIDDOR must be reported to the HSE via

the HSE website. The more serious accidents that are notifiable to the Health & Safety Executive (HSE) are to be initially discussed with RW Safety Solutions and reported using the HSE's online RIDDOR (F2508) reporting system. **See Appendix 2 for more information on RIDDOR.**

All significant accidents, incidents and near-misses are to be immediately reported to the responsible manager/headteacher. The trained accident investigator is to always 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 school must keep records of accident and incident reports that they have made during the year by keeping a copy of the report form. Accident and incident reports must be kept for a period of three years (the Health and Safety Officer will keep records for longer than this). In addition, records must be kept of the steps taken after an incident has occurred, including details where applicable on accident investigations, risk assessment, subsequent decisions on amendments to procedure and, where necessary, related communications.

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the site maintenance co-ordinator or school office, 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.

9.2. Near Miss Reporting

Staff are encouraged to report all Near Misses via the Smartlog system. This enables the Business Manager and Site Maintenance Co-ordinator to identify and rectify potential issues before they turn in to accidents.

9.3. Asbestos Management

There is Asbestos in the school. Asbestos management on site is controlled by the asbestos competent person. The asbestos register is located at The Front 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 require recording in the asbestos register.

Under no circumstances must staff drill or affix anything to walls. These types of tasks should only be completed by the dedicated individual in the school. The dedicated staff member AT Kingsham Primary School is the Site Maintenance Coordinator. The Site Maintenance Coordinator must always check the asbestos register before doing any tasks that may disturb materials..

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 seek appropriate advice. 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.

9.4. Administration of Medicines

Arrangements regarding medicines are set out in the Administration of Medicines Policy.

9.5. Child Protection

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

9.6. Community Users/Lettings/Extended Services

The responsible manager/Headteacher will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed
- The premises are safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is 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

9.7. Contractors on Site

All contractors must report to the main reception upon arrival and departure. They will

- Sign the visitors book and asbestos register
- Be provided with a fire safety brief immediately upon arriving, prior to them commencing their work
- Be issued with the local written contractor induction brief that includes all relevant details of fire safety procedures and local safety arrangements
- Comply with the school's safety policies and safe working procedures
- Report any breaches of safety to the Headteacher or Business Manager at the earliest opportunity
- Be appropriately supervised at all times
- Provide risk assessment and safe working systems for inspection by the school
- Be appropriately supervised dependent upon the type of work, levels of perceived risk and length of time the work will take to complete

Contractors must provide the school with their Risk Assessments & Method Statements (RAMS) for the proposed works that they intend to carry out in advance. Works may not commence without the school receiving and checking these documents.

School staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises.

9.8. Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant Heads of Department and 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 local council requirements as appropriate. Heads of Department 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.

9.9. Display Screen Equipment

All identified users must complete periodic workstation assessments and any issues will be actioned by the Business Manager. Workstation assessments are to be routinely reviewed at intervals not exceeding three years.

9.10. 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 on the following basis;

Hard wired items	Every third year
IT Equipment	Every second year
All other portable items	Annually

- Equipment testing/inspection can only be carried out by a competent person.
- The competent person to be used is Calbarrie
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management.
- New equipment must be advised to the responsible manager/headteacher in order that it can be added to future PAT testing schedules
- Periodic Electrical Installation Inspection & Testing (Fixed Wire) testing will be carried out every 5 years by a the schools appointed contractor. Currently this contractor is Wings Technical.

Any defective or suspected defective equipment, systems of work, fittings etc must be reported to Site Maintenance Co-ordinator and attended to as soon as possible.

9.11. Critical Incident Plan

The Critical Incident Plan covers all emergency situations and evacuations that could occur, these include but are not limited to, fire, flood, intruder, collapse of the building, pandemic, and major road collision on the A27. All staff will receive training on critical incidents at their induction and then annually at the start of each academic year. A copy of the plan is available in the staff room and staff will be notified of any amendments that occur between annual training sessions.

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.

9.12. Fire Safety

Arrangements regarding fire safety are set out in the school/premises fire safety policy. 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 are to complete fire safety training at intervals not exceeding three years
- 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

9.13. 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.

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.

9.14. 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 contractor.

The equipment log can be found,

- Electronically stored in Staff Shared> Policies, Procedures and Important Documents> Health and Safety
- Paper version stored in the school office in the Equipment Checks folder.

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.

9.15. 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

9.16. 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/headteacher. The premises COSHH assessor acting on behalf of the responsible manager/headteacher is the Site Maintenance Co-ordinator

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 stored in the Cleaners Cupboard and Maintenance Shed. Both areas remain locked at all times and can only be accessed by staff members who have completed their COSHH training on Smartlog.

Dishwashing tablets and washing up liquid are stored locally within the staff room. COSHH Assessments are completed for all products.

9.17. Inspections and Monitoring

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which are logged on the site manager job list and/or reported to the Headteacher if urgent.

Routine documented inspections of the premises will be carried out weekly, monthly and termly. Inspection findings are to be recorded on google forms.

Defects identified during these routine documented inspections are to be immediately reported to the Headteacher/ Business Manager and recorded on the Site Manager job list. Any identified high level risk or safety management concern is actioned immediately, and reported to the governing body.

Periodic detailed inspections of the premises' safety management system will be carried out every year by the schools Health and Safety competent person. This is currently RW Safety Solutions. These documented inspections will examine all areas of the safety management system.

9.18. Kitchens

The main kitchen area is only to be used by Chartwells authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is by Chartwells. 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.

9.19. Legionella Management

Legionella management on site is controlled by the Legionella competent person who will manage and undertake all procedures regarding Legionella. Records of all related training, flushing, temperature monitoring, cleaning & defects are to be retained for auditing purposes. These documents are located in the main school office.

9.20. Lone Working

All lone working is to be approved by the responsible manager/Headteacher and is to be carried out in accordance with the premises lone working risk assessment and the local written procedures. The lone working arrangements for staff who may undertake lone working on this site are detailed in the Lone Working Guidance Policy.

9.21. Moving and Handling

All staff must complete moving & handling training at periods not exceeding one year. 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 maintenance co-ordinator 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.

9.22. Positive Handling

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

9.23. Off-site Activities

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

9.24. Parents evenings and community events

- Sufficient staff must attend such events as to ensure any arising issue can be dealt with promptly and efficiently, following relevant guidelines and policies.
- Any organisation running an event on the school site is responsible for its own health and safety arrangements, however it is the school's responsibility to ensure the organisation can meet the school health and safety requirements. For example, a Karate club will be responsible for Health and safety connected with the blows and kicks in Karate, but the school must ensure that the club is aware of fire evacuation, services etc. and that the club follows the school procedures (even at weekends and out of school hours).
- Parent's evenings provide greater access to the school and staff need to show increased vigilance during these times.

9.25. Hot Drinks

The schools policy on hot drinks is as follows;

- All hot liquids that leave the staff room must have a lid.
- No hot liquids in the playground
- Only hot liquids in a screw top lid are allowed in the classroom and must be kept on the teachers desk.

9.26. Playground

Children using the playground must be supervised at all times, no class should be sent to the playground unless the teacher has checked that a member of staff is on duty.

Some playground equipment and apparatus have risk assessments associated with them, and these should be revisited with children at least every term.

9.27. Animals in School

The school welcomes and encourages pupil interaction with animals to help support our children's learning. An individual risk assessment must be conducted for any animal visiting the school and/or staying in the school. If a mobile farm is visiting the school, the event must be treated in the same way as a trip to a farm. Guidelines can be found in the *Learning Outside the Classroom and Off-Site Educational Visits policy* and on the Health and Safety Executive website.

9.28. Provision of Information

The responsible manager/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 Smartlog where new policies/ amended policies are uploaded with multiple choice questions attached to ensure the reader has comprehended the document, annual staff training, email communication, staff briefings and circulated minutes.

Local health and safety advice is available from the Business Manager and RW Safety Solutions.

The *Health and Safety Law* poster is displayed in the staff room.

9.29. Risk Assessment

General risk assessment management will be co-ordinated by the Headteacher in accordance with guidance from the Trust, and 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 Site Maintenance Co-ordinator and will oversee the correct completion of risk assessments. 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 Assessment Register and will be reviewed periodically in accordance with each risk assessment's review date. A record of this review date is stored electronically on the premises bring-up diary system.

9.30. Security

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

9.31. Smoking and Vaping

Smoking and Vaping is not permitted on the premises.

9.32. Stress & Wellbeing

Kingsham 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 Health & Safety Executive's Management Standards, guidance and requirements. As outline in the Stress Management Policy.

On-site arrangements to monitor, consult and reduce stress situations are

- Completing an annual Stress Risk Assessment
- Comparing sickness and absence levels
- Comparing accidents and incidents
- Reviewing complaints and staff turnover
- Using staff questionnaires
- Using staff exit Interviews

The member of staff responsible for co-ordinating stress management at Kingsham Primary School is the Headteacher.

9.33. Traffic Management

Arrangements regarding on-site traffic safety are based on the safety of all. The school car park is for use by staff and authorised visitors only. The conditions for using the carpark are set out below and are shared with all staff members on their induction.

Vehicles must be parked within the marked bays

Speed limit of 5mph is in operation

Car park gates are closed at 8.30am. Staff arriving after this time must park outside the school grounds. Staff may leave or enter the carpark between 9.20am and 2.50pm but it is the responsibility of the staff member to ensure the gates to the carpark are closed behind them.

9.34. Training

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

The responsible manager/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 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

Training records are held by The Headteacher, with support of the Business Manager, are responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

9.35. Violent Incidents

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Kingsham 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 totally confidential. Violent and aggressive incidents are to be reported using the incident reporting system, Smartlog.

9.36. 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 provided with a visitors badge, sign the visitors book, and receive necessary safety information. Visitors who are known to the school and have completed a DBS check will be issued with a green lanyard, all others will be issued with a red lanyard and must be supervised at all times.

9.37. 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.

9.38. Work at Height

Work at height is always to be undertaken in accordance with the school/organisation's work at height policy. At Kingsham 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 training is the Site Maintenance Co-ordinator and he/she 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 policy
- Provide stepladder and steps training to staff (not leaning ladders)
- 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.

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 appropriate training at intervals not exceeding 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