

FEDERATION OF WINKLEBURY INFANT AND JUNIOR SCHOOLS

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Health and Safety Policy

Status: Review of final policy

Ratified by the governing body: April 2016

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Date of next review (every two years or as required): April 2018

HEALTH & SAFETY POLICY

STATEMENT OF INTENT

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partners, contractors, sub-contractors, employers, Hampshire County Council departments, and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

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 the Federation of Winklebury Infant and Junior Schools 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.

Responsible Manager

The responsible manager for the premises is the Head of Federation who will act to:

- develop a safety culture throughout the federation;
- 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 and other partners as appropriate;
- produce, monitor & periodically review all local safety policies and procedures.

All staff (including volunteers)

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

- supporting the federation's health and safety arrangements;
- ensuring their own work area remains safe at all times;
- not interfering with health and safety arrangements or misusing equipment;
- complying with 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.

Site Manager

The Site Manager is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of, the responsible manager. He/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 Head of Federation and/or the Children's Services Health and Safety Team as required.

On-Site Health and Safety Officer

The on-site health and safety officer is the Head of Federation. He/she will manage, advise and co-ordinate local safety matters within his/her level of competence and will seek appropriate guidance and direction from the Children's Services Health and Safety Team as required.

All staff

The responsibility of applying local safety procedures on a day-to-day basis rests with the 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 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.

Safety Committee

The Resources Committee of the governing body acts as the safety committee and is informed by the governors' Health and Safety Working Party which comprises governors, the Head of Federation, the staff health and safety representative and the Site Manager. The purpose of the safety committee is to assist in the assessment of safety related matters and provide appropriate support to the responsible manager. The committee regularly (termly) monitors and discusses on-site health and safety performance and recommends any actions necessary should this performance appear or prove to be unsatisfactory. Governors on this committee will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

Fire Safety Co-ordinator

The Head of Federation is the fire safety co-ordinator who is the competent person for fire safety on the premises. He/she is to attend the fire safety co-ordinator training course and refresh this training every three years. The fire safety co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual. The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the Children's Services Health and Safety Team as required.

Facilities Management Trained Staff

The facility management trained members of staff are the Site Manager and the Finance and Personnel Manager. They are the competent persons for the overall management of the general premises facilities and act on behalf of the responsible manager. They are to attend the facilities management training course and refresh this training every six years. They are responsible for the local management and completion of day-to-day premises matters and duties. They are to work within their level of competence and seek appropriate guidance and direction from the responsible manager and the Children's Services Health and Safety Team as required.

Health and Safety Representative

The premises health and safety representative is a locally nominated member of staff and represents 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.

Leadership Team

The Leadership Team are responsible for the day-to-day local management of health and safety within their own areas of responsibility at federation, school or team level and act on behalf of the Head of Federation. They will ensure that staff are provided with adequate safety information and they will manage all integral and specific risks relating to their areas of responsibility at federation, school or team level. They will ensure teams comply with overall federation policies and procedures, that all activities are risk assessed, periodic inspections are carried out, inspection outcomes are reported to the responsible manager and necessary controls implemented.

Legionella Competent Person

The Site Manager is the nominated competent person for Legionella on the premises and acts on behalf of the responsible manager to provide the necessary competence to enable Legionella to be managed safely. He/she is to annually complete the Legionella e-learning course and all training records are to be retained. The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with departmental and corporate requirements. He/she will advise the responsible manager of any condition or situation relating to Legionella which may affect the safety of any premises users. He/she is to work within their level of competence and seek appropriate guidance and direction from the responsible manager and/or the Children's Services Health and 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 responsible manager to provide the necessary competence to enable asbestos to be managed safely. He/she is to annually complete the asbestos e-learning course and all training records are to be retained. The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. He/she is to ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements. He/she will advise the responsible manager of any condition or situation relating to asbestos which may affect the safety of any premises users. He/she is to work within their level of competence and seek appropriate guidance and direction from the responsible manager and/or the Children's Services Health & Safety Team as required.

Accident Investigator

The on-site trained accident investigator is the Head of Federation. He/she will lead on all accident investigations in accordance with departmental and corporate procedures.

General Risk Assessor

The on-site trained general risk assessors are the Head of Federation, Deputy Head of Federation and Site Manager. He/she will lead on all risk assessment procedures in accordance with departmental and corporate procedures.

COSHH Risk Assessor

The on-site trained COSHH risk assessor is the Site Manager. He/she will lead on all COSHH risk assessment procedures in accordance with departmental and corporate procedures and will pass all completed risk assessments to the responsible manager. He/she will ensure that all materials new to the premises are COSHH risk assessed if this is relevant to the material. All staff have a responsibility to inform the responsible manager if new materials are introduced to the premises and he/she will then inform the COSHH risk assessor.

First Aid trained staff

At Winklebury Infant and Junior Schools the staff trained in first aid are listed on the staff signing in records in the reception areas.

The first aid trained staff are the nominated competent persons for first aid on the premises and act on behalf of the responsible manager to provide the necessary competence to enable incidents requiring first aid to be managed safely. They will undertake refresher training in line with national requirements and will pass all training records to the responsible manager. The first aid trained staff will ensure first aid procedures are correctly carried out and recorded in accordance with departmental and corporate requirements. They will advise the responsible manager of any first aid issues and/or requirements which may affect the safety of any premises users. They are to work within their level of

competence and seek appropriate guidance and direction from the responsible manager and/or the Children's Services Health and Safety Team as required.

All staff have a responsibility to be aware of children with medical needs and the locally agreed procedures for managing an incident.

Cleaning Staff

Cleaning staff are the nominated competent persons for managing cleaning materials on the premises and act on behalf of the responsible manager to provide the necessary competence to ensure cleaning materials and procedures are managed safely and carried out in accordance with departmental and corporate requirements. They will advise the responsible manager and Site Manager of any issues and/or requirements which may affect the safety of any premises users. They are to work within their level of competence and seek appropriate guidance and direction from the responsible manager and/or the Site Manager as required.

Admin Team

The Finance and Personnel Manager is responsible for inducting visitors to school (student teachers/people on work experience) in health and safety requirements and practices. The Head of Federation will undertake this role in the absence of the Finance and Personnel Manager. He/she is also responsible for undertaking risk assessments pertaining to individual stakeholders as required. The responsible manager will keep the Finance and Personnel Manager updated about new requirements at departmental and corporate level. The Admin Team will advise the responsible manager of any issues and/or requirements which may affect the safety of any premises users. They are to work within their level of competence and seek appropriate guidance and direction from the responsible manager as required.

Other school community users / third party users

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

- supporting the school's health and safety arrangements;
- ensuring their own work area remains safe at all times;
- not interfering with health and safety arrangements or misusing equipment;
- complying with 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 the Site Manager or Finance and Personnel Manager who will advise the responsible manager;
- 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.

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 the Federation of Winklebury Infant and Junior Schools and are to be used alongside other current unit/centre/school/premises procedures and policies.

In carrying out their normal functions, it is the duty of all 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 Hampshire County Council Accident Report Book held by the Admin Team. 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 medical book in the medical room or in the record books in the playground first aid buckets, taken out at playtimes.

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

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 responsible manager. 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 Hampshire County Council online accident investigation report tool is to be used for the recording/reporting of investigations. The responsible manager will ensure that the governing body is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored termly by the Health and Safety Working Party 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 Site Manager or responsible manager, who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

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 asbestos competent person. The asbestos registers as issued by PBRS are located in the Federation Admin Office in the junior school 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 responsible manager and/or the asbestos competent person who will immediately act to cordon off the affected area and contact the PBRS Asbestos Team for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the responsible manager and/or asbestos competent person.

Child Protection

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

Community Users/Lettings/Extended Services

The responsible manager 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 prior to, and after each use;
- means of general access and egress are safe for use by all users;
- all provided equipment is safe for use;
- fire escape routes and transit areas are safe and clear of hazards;
- hirers/users are formally made aware of fire safety procedures and equipment.

Contractors on Site

It is recommended Hampshire County Council registered 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 Federation Admin Office where they will be asked to sign the visitor's book and asbestos register, and will be given a visitor's badge. All contractors must be issued with the local written induction brief that includes all relevant details of fire safety procedures and local safety arrangements.

The Site Manager is 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. In the absence of the Site Manager, the Finance and Personnel Manager will assume this role.

Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant subject managers using the appropriate codes of practice and safe working procedural guidance for Design and Technology, Science, Music, Physical Education and Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and Hampshire County Council. Subject managers will be responsible for local risk management and ensuring that maintenance of equipment in their areas of the curriculum is managed safely following the appropriate guidance. In the absence of a subject manager, the Curriculum Manager will assume this role.

Display Screen Equipment

All users must complete the display screen equipment e-learning course every year without exception as and when directed by the responsible manager. All users must carry out periodic workstation assessments using CSAF-001 Workstation Assessment Form. Workstation assessments will be actioned as necessary by the responsible manager and routinely reviewed at intervals not exceeding three years.

Electrical Equipment

The responsible manager will ensure that:

- only authorised and competent persons are permitted to install or repair equipment;
- where 13-amp sockets are in use, only one plug per socket is permitted;
- equipment is not to be used if found to be defective in any way;
- defective equipment is to be reported and immediately taken out of use until repaired;
- all portable electrical equipment will be inspected/tested 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 the responsible person and it has been tested;
- new equipment must be advised to the Finance and Personnel 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 the Finance and Personnel 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 plans. The fire emergency plan for fire related emergencies is the same as the emergency plan for non-fire related emergencies.

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

Personal Emergency Evacuation Plans 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 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;
- staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire;
- all staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked *flammable*;
- fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual;
- The fire risk assessment is reviewed annually by the fire safety co-ordinator and amended as new hazards or required amendments are identified.

First Aid

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

First aid is never to be administered by anyone except first aid trained staff with in-date certification, operating within the parameters of their training. It is recognised that minor incidents may be dealt with by other staff.

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 to the Site Manager and Finance and Personnel Manager 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;
- 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 to the responsible manager.

Hazardous Substances

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

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

All hazardous substances are to be stored in the secure and signed storage when not in use which is in the storage container by the refuse store for this premises. This is to remain locked at all times.

Inspections and Monitoring

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the Site Manager's log book in the relevant school.

Routine documented inspections of the premises will be carried out every half term by the Site Manager and Groundsman in accordance with the premises monthly inspection schedule. The staff health and safety representative, a governor or a member of the senior leadership team may periodically undertake these inspections with the site team. Inspection findings are to be recorded on the locally adapted CSAF-005/CSAF-010(A/B/C) Premises Safety Inspection Checklist.

Defects identified during these routine documented inspections are to be immediately reported to the responsible manager. Any identified high level risks or safety management concerns are to be actioned immediately by the responsible manager and reported to the relevant governing body committee at the earliest opportunity.

It is the governors' Resources Committee's responsibility to ensure the annual self assessment return (CSAF-011) is completed each year by the Head of Federation. This return examines all areas of the safety management system and informs an integral part of the federation and CSHST monitoring programme.

Kitchens

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

Safe working procedures and authorised access for the staffroom kitchen areas and cooking areas in the schools are determined by the Head of Federation and the subject manager for Design Technology where cooking activities are undertaken as part of the curriculum.

Legionella Management

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

Lone Working

All lone working is to be approved by the responsible manager 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 include ensuring staff have made a responsible adult aware that they are working alone on site and the timeframe they are expected to be on site. Staff working must ensure the entrances to the building in which they are working are secure and locked whilst they are in the building, whilst also ensuring emergency evacuation is not impeded.

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 and Groundsman are expected to undertake regular physical work which would typically include significant moving and handling, so therefore they must attend a formal moving and handling course specific to the work requirements.

Off-site Activities

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

Physical Intervention

Arrangements regarding physical intervention are set out in the Physical Intervention Policy which follows Local Authority guidance.

Provision of Information

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

- staff group meetings;
- memos distributed by e-mail or hard copy if required;

- distribution of documents and signature list to indicate seen/read;
- whole staff health and safety update inset day at start of autumn term each year;
- health and safety board in staffrooms.

Local health and safety advice is available from the responsible manager and/or the staff health and safety representative and the Children's Services Health & Safety Team can provide both general and specialist advice.

The Health and Safety Law poster is displayed in each staffroom.

Risk Assessment

General risk assessment management will be co-ordinated by the responsible 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 assessors on site are the Head of Federation, the Deputy Head of Federation and the Site Manager and they will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

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

Completed risk assessments are listed in the Risk Assessment file and will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the premises bring-up diary system.

Security

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

Smoking

Smoking is not permitted on the premises.

Stress and Well-Being

The Federation of Winklebury Infant and Junior Schools is committed to promoting high levels of health and well-being and recognises the importance of identifying and reducing workplace stress.

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

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

- open-door policy for staff to discuss issues with the senior leadership team;
- pastoral role of Team Leaders;
- termly staff group meetings with the Head of Federation;
- governing body monitoring and intervention if required for the whole staff including the Head of Federation;
- display of support systems information;
- inclusion of work:life balance discussion in performance management reviews.

Traffic Management

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

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 and Safety Induction Checklist.

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

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

- induction training regarding all the requirements of this health and safety policy;
- appropriate local training regarding risk assessments and safe working practices;
- updated training and information following any significant health and safety change;
- specific training commensurate to their own role and activities;
- periodic refresher training that will not exceed three yearly intervals;
- appropriate annual e-learning courses to meet Hampshire County Council mandatory corporate training requirements.

Training records are held by the responsible manager and/or the Finance and Personnel Manager. The responsible manager 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.

Violent Incidents

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at the Federation of Winklebury Infant and Junior Schools.

Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

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

Visitors

All visitors must initially report to the Federation Admin Office 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 badge and will be asked to sign the visitor's book. They will be provided with relevant health and safety information and will be shown to the relevant work area by a member of staff.

Parents collecting children outside the hours of the normal school day will sign their child out of school at the Federation Admin Office. A member of staff will go to the classroom to collect the child whilst the parent remains in the reception area. Parents bringing their child to school outside the hours of the normal school day will sign their child in at the Federation Admin Office and a member of staff will escort the child to his/her classroom. The parent should not be allowed to take his/her child to the classroom unescorted.

A parent or other person requesting to use the cloakroom facilities will be escorted to and from the facilities by a member of staff. At no time will the person be allowed unsupervised access to other areas of the site.

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 the Federation of Winklebury Infant and Junior Schools 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 and Stepladder Safety half-day course is the Site Manager 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 SGP 23-08;
- provide stepladder and steps training to staff using the Children's Services Stepladder and Steps Safety user training presentation;
- carry out periodic inspections of all on-site ladders, stepladders and podium steps;
- remove access equipment from use if defective or considered inappropriate for use.

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

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 and Stepladder Safety half-day course within every three years;
- any safety concerns about a work at height task must be raised prior to work starting;
- access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors;
- contractors working at height are to be appropriately supervised and must only use their own access equipment.

Related policies

- A. Administration of Medicines Policy
- B. Child Protection Policy
- C. Emergency Evacuation Plan
- D. Fire Safety Manual
- E. First Aid Policy
- F. Physical Intervention Policy
- G. On-Site Security Policy and Procedures
- H. On-Site Traffic Policy and Procedures

Monitoring and evaluation

This policy will be reviewed annually by the governors' health and safety working party and reported to the Resources Committee.

The impact of the policy will be evaluated through a report by the governors' health and safety working party which in turn is reported to the full governing body.

This policy follows the model policy provided by Children's Services Health and Safety Team April 2016.

Date policy produced/reviewed: April 2016

Policy produced/reviewed by: Head of Federation

Signed: (Chair of Governors)

Next review date: April 2018