

# BEREWOOD PRIMARY SCHOOL



## Health and Safety Policy

**Autumn 2023**

<b>Revised by School</b>	September 2023
<b>Responsible Person</b>	Headteacher
<b>Responsible Committee</b>	Full governing body
<b>Ratified by GB</b>	Autumn 2023
<b>Next Review</b>	Autumn 2024



## **BEREWOOD PRIMARY SCHOOL**

### A distinctive vision

At Berewood Primary School we want to create and promote a safe, calm and caring community where everyone feels secure, valued and respected. We want a working environment that encourages pupils and staff to give their best both inside and outside of the school.

### An ethos of local partnership

Berewood Primary School and the University of Chichester Academy Trust share the belief that education has the power to transform society. Our school is deeply rooted in its locality and encourages the involvement and interest of parents and the community, recognising that strong and vibrant communities have partnership and inclusion at their heart.

## Contents

1. Introduction	Page 4
2. Health and Safety at work: risks and benefits	Page 5
3. Essential principles at the University of Chichester Academy Trust	Page 5
4. Leading Health and Safety	Page 5
5. Nominated Health and Safety Personnel 5.1 Health and Safety Co-ordinators 5.2 Fire Wardens 5.3 Risk Assessors 5.4 First Aiders 5.5 Health and Safety Officer/Adviser 5.6 Health and Safety Committee	Page 6
6. Health and Safety Responsibilities 6.1 Governing Bodies 6.2 Employees	Page 7
7. Assessment and Review: monitoring and reporting	Page 8
8. Health and Safety Guidance	Page 8
9. Managing Health and Well-Being	Page 8
10. Absence Monitoring	Page 9
11. Further Information and Support	Page 9
Appendix 1: School Specific Information (Hampshire)	Page 10

## Health and Safety Statement

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 and pupils and visitors.
- Appropriate arrangements for consultation with staff and union representatives on measures for achieving agreed health and safety 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.

### 1. 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 (HSWA). 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.

## **2. 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.

## **3. 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 and employee representatives.
- Sufficient time and other resources are given to employees with health and safety duties to allow them to discharge these duties effectively.

The Trust's Health and Safety Policy will evolve over time, e.g. in the light of major organisational changes such as restructuring or a significant acquisition.

## **4. Leading Health and Safety**

The Trust has delegated the management of Health and Safety in its academies to the Local Governing Bodies through the Scheme of Delegation. The Board 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 all Governing Bodies 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 and the provision of a Competent Person under the Management of Health and Safety Work Regulations 1999: Regulation 7.

## **5. Nominated Health and Safety Personnel**

Employees occupying a variety of management, teaching and professional support posts are nominated as volunteers to monitor health and safety across the Trust. Nominated personnel include:

To be completed by individual academies but may include the following:

### **5.1 Head teacher**

*The*

*The Headteacher is ultimately responsible for ensuring that all staff, pupils and visitors are safe when on academy premises; they may delegate much of the compliance assurance to a Health and Safety Officer if they are not the designated Health and Safety Officer themselves.*

### **5.2 Fire Wardens**

*Nominated Fire Wardens are responsible for monitoring the effectiveness of fire safety measures throughout the Trust. Fire Wardens are provided with training on fire awareness and the use of fire extinguishers. Fire Wardens:*

- *Report shortfalls within their workplaces on fire safety issues to the Health and Safety Co-ordinator*
- *Assist with the swift and calm evacuation of persons from their area on hearing a fire.*
- *Report to the person responsible for co-ordinating a fire rescue and provide information where required.*

### **5.3 Risk Assessors**

*All staff who organise or control activities such as field trips, equipment or facilities, will receive training in risk assessment. The Risk Assessors co-ordinate risk assessments in their area, returning completed and accurate paperwork to the health and safety team. A Risk Assessor will be trained in identifying and controlling risks.*

### **5.4 First Aiders**

*First Aiders support the health and safety of staff and pupils across the Trust. First Aiders must attend regular First Aid training. First Aiders attend to incidents and keep records of all first aid treatments they have administered including details on accident/incident report forms.*

### **5.5 Health and Safety Officer**

*The academy's Health and Safety Officer provides advice and guidance on all matters relating to health and safety for staff, pupils and nominated health and safety personnel. The Health and Safety Officer takes the lead responsibility for reviewing and monitoring the effectiveness of health and safety policies, procedures and systems.*

*The Health and Safety Officer has the responsibility for periodically devising and implementing a health and safety audit programme as well as developing health and safety policies and guidance and the provision of training. As well as reporting health and safety concerns and outcomes to the Health and Safety Committee, the Health and Safety Officer audits health and safety performance and liaises with enforcement authorities and local authorities on matters affecting Trust premises or staff. The Health and Safety Officer also takes responsibility for investigating and reporting any accidents or near-misses to the Health and Safety Executive.*

## **5.6 Health and Safety Committee**

*The Finance and Resources Committee takes responsibility for the monitoring of Health and Safety policies and procedures and safety working practices within the academy.*

## **6. Health and Safety responsibilities**

### **6.1 Governing Bodies**

Health and safety is a corporate governance issue. The Trust recognises that it can only achieve the highest standards of health and safety management with the active involvement of its Governing Bodies and it delegates responsibility for the management of health and safety to LGBs in the Scheme of Delegation. The governing body will integrate health and safety into the main governance structures, including sub-committees. All members of the Governing Body will take the lead in ensuring the communication of health and safety duties and benefits throughout the organisation. The governing body will 'own' and understand the key issues involved and decide how best to communicate, promote and champion health and safety.

The Governing Body will:

- Ensure that health and safety appears regularly on the agenda for Finance and Resources Committee meetings.
- Ensure that health and safety arrangements are adequately resourced.
- Encourage staff or their representatives to be involved in decisions that affect their health and safety.
- Ensure that governing body decisions are made in the context of the health and safety policy.
- Consider health and safety when deciding senior management appointments.
- Support staff involvement in health and safety.
- Request periodic audits of the effectiveness of management structures and risk controls for health and safety.
- Designate a governor to be the health and safety governor to review health and safety on a periodic basis and to review the annual health and safety audit. They may also undertake visits to the academy to review for themselves the health and safety management arrangements and how they operate.
- Ensure that the academy has a health and safety service level agreement with a third party supplier approved by the Trust.

### **6.2 Employees**

Every employee has health and safety responsibilities from statute and civil law as well as under their contract of employment. It is the duty of all employees to co-operate in implementing health and safety policy by:

- 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 procedures.
- Making proper use of protective clothing and safety equipment provided (in accordance with any training or instruction provided by the Trust), reporting any loss or obvious defect in that equipment and taking reasonable care of it.

- Informing their manager(s) of any shortcomings in respect of the protection arrangements for health and safety and anything that could be considered as representing a serious or immediate danger to health and safety.
- Reporting to their manager(s) 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.
- Co-operating with any investigation that might be undertaken with the object of investigating incidents or preventing accidents in the future.
- Making sure that an appropriate and accurate record is made on the Governing Body'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 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.

## **7. Assessment and review: monitoring and reporting**

Monitoring and reporting are vital parts of the health and safety culture as well as effective management systems and practices which ensure that health and safety risks are dealt with sensibly, responsibly and proportionately. Formally reviewing policies, procedures and practices will help to ensure that established principles are embedded in the organisational culture and adhered to.

A formal review of health and safety performance is essential. It allows governing bodies to establish whether the essential health and safety principles – strong and active leadership, staff involvement, and assessment and review – have been embedded in the organisation and whether the system is effective in managing risk and protecting people.

An annual audit is carried out by the Trust's Health and Safety Officer to ensure that the Trust is complying with relevant health and safety legislation. A premises fire safety risk assessment is to be carried out each year by the school. Premises improvements are prioritised and implemented by the Governing Body.

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.

## **8. Health and Safety Guidance**

The management of health and safety is supported through a variety of policies and procedures and health and safety guidance on topics such as: fire evacuation, manual handling, noise at work, personal protective equipment, portable appliance testing, risk assessment, selection, use and maintenance of work equipment, work at height, working outdoors, display screen equipment, control of substances hazardous to health, alcohol, drug and substance abuse, stress management, and other health and well-being policies. Policies will be developed as a result of changing legislation e.g. Corporate Manslaughter and Driving at Work. Details of these are on the academy trust web portal.

## **9. Managing health and wellbeing**

The Trust is committed to supporting the health and wellbeing of its employees by encouraging the adoption of healthier lifestyles. The philosophy which underpins this commitment is one of



self-help and individual responsibility, promoting and supporting good practice to ensure staff feel supported in their work.

**10. Absence monitoring**

The continuing use of sickness absence procedures, Occupational Health involvement, return-to-work interviews and the support of a confidential counselling service are identified as the most effective approaches for managing absence and ill-health. The central HR team at the Trust can advise further on this. Please contact Louise Birch on [L.Birch@chi.ac.uk](mailto:L.Birch@chi.ac.uk) in the first instance.

**11. Further information and support**

A broad range of health and safety information is available on the Health and Safety Executive website at [www.hse.gov.uk](http://www.hse.gov.uk).

Addendum 2020 – For Covid Risk Assessment guidance please refer to Trust web portal

## APPENDIX

This appendix is added by the school, and adds further information included in the Hampshire County Council Model Policy for Health and Safety in Schools, adding details of the arrangements in place at Berewood Primary School.

---

### STATEMENT OF INTENT

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

Our aims are to:

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

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

---

## ORGANISATION

### Employer Responsibility

The overall responsibility for health and safety is held by:

University of Chichester Academy Trust

The employer is responsible for making sure that risks are managed so far as is reasonably practicable.

The employer will:

- Set clear Health and Safety policies and procedures
- 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

### Responsible Manager

The Responsible Manager for the premises is:

The Headteacher who will work with the Governing Body

The Responsible Manager will act to:

- Ensure the school adopts the employer's policies and procedures
- Develop a safety culture throughout the school
- Consult employee and provide information, training, and instruction so that employees are able to perform their various tasks safely and effectively
- Consult and work with recognised Trade Union Safety Representatives/employee representatives and safety committees
- 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 conducted
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure employees 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

### All Employees (including Teachers, Support Staff, Site Staff, and Volunteers)

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

- Supporting the school's health and safety arrangements
- Ensuring their own work area always remains safe
- 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

### Safety Committee

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

The safety committee consists of:	Site Manager, Governors and UniCat Health and Safety Consultant
-----------------------------------	---

### Specific Health and Safety Responsibilities

#### Accident Investigator

The Accident investigator is:	The Headteacher
-------------------------------	-----------------

The Accident Investigator will attend accident investigator training every 3 years.

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

#### Asbestos Nominated Responsible Person

The Nominated Responsible Person (NRP) for Asbestos is:	Site Manager
---	--------------

The NRP will attend the Hampshire Scientific Services Asbestos awareness taught course on appointment. They will also complete the Asbestos e-learning course annually.

\*There is no Asbestos at Berewood School

The NRP will act on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely in accordance with the Corporate Procedure.

The NRP will ensure that all employees have a reasonable awareness of asbestos management and dangers, that appropriate staff are competent in the use of the asbestos register, and that asbestos is managed in accordance with departmental and corporate requirements. They will advise the Headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users.

They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

### **COSHH Assessor**

The COSHH Assessor is: Site Manager

The COSHH Assessor will attend the COSHH assessor training course every 3 years.

The COSHH Assessor is the competent person for the assessment of all the hazardous substances on the premises. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

### **Facilities Management Trained Staff**

The Site Manager for the premises is: Mr Mark Harris

The Facilities Manager will attend the Introduction to Site Safety training course every 3 years.

The facilities management trained employee is the competent person for the overall management of school premises and facilities, and acts on behalf of the Responsible Manager. They are responsible for the local management and completion of day-to-day premises tasks.

They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

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

The Fire Safety Co-ordinator (FSC) is: The Site Manager

The Fire Safety Co-ordinator will attend the Fire Risk Assessment Principals and Practice training course every 3 years.

The (FSC) is the competent person for fire safety on the premises and acts on behalf of the Headteacher. The FSC is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The FSC will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team and the Property Services Fire Team as required.

### **On-Site Health & Safety Co-ordinator/Officer**

The H&S Co-ordinator is: The Site Manager

The on-site H&S Co-ordinator/Officer for the school will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the Responsible Manager.

They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

### Legionella Nominated Responsible Person

The Nominated Responsible Person (NRP) for Legionella is:

The Site Manager

The NRP will complete the Legionella e-learning course annually.

The Nominated Responsible Person for Legionella on the premises acts on behalf of the Headteacher to provide the necessary competence to enable Legionella to be managed safely.

The NRP 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. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or Property Services as required.

### Risk Assessor

The Risk Assessor is:

The Site Manager

The Risk Assessor will attend Risk Assessor training every 3 years.

The Risk Assessor acts of behalf of the Headteacher to ensure risk assessments are completed and hazards are identified and managed.

They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

### Work at Height

The competent person for work at height on the premises is:

The Site Manager

They will attend the Caretaking Support Service Ladder & Stepladder Safety course every 3 years.

The competent person for working at height acts on behalf of the Headteacher and will ensure work at height is carried out safely.

They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

## 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 Berewood Primary School and are used alongside other current school procedures & policies.

In carrying out their normal functions, it is the duty of all managers and employees to act and do everything possible to prevent injury and ill-health to others. This will be achieved as 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 conducted in accordance with the University of Chichester Academy Trust procedure requirements.

Any accident, incident or injury involving staff, visitors, contractors, and the more serious accidents/incidents to pupils will be reported on the HCC Accident/incident reporting system (online or via the paper version stored in the Accident/Incident Folder in the Headteacher's Office. If the paper version is used, then it will need to be added on to the online system as soon as practical).

A copy of the completed incident report is automatically received by the Children's Services Health & Safety Team, the person who reported the incident, and the Manager/Accident Investigator.

Following the completion of an online accident report, an investigation must be carried out as soon as practicable after the accident. Managers will receive an email request to complete an investigation, with a link to the investigation form.

Minor accidents to pupils will be recorded in the First Aid Logs located in the classrooms and First Aid station

The Children's Services Health and Safety Team will review every incident reported on the online system and identify which are notifiable to the Health & Safety Executive (HSE) under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). If reportable, the Children's Services Health and Safety Team will report the incident to the HSE, and a copy of the report will be sent to the school. *(In Non-HCC controlled schools, the report to the HSE will need to be completed by the Employer.)*

The Headteacher will ensure that the governing body/senior management is informed of all incidents of a serious nature. All accident/incident reports will be monitored a governor for trend analysis to prevent reoccurrences. The governing body should be regularly updated on monitoring and any trends identified.

Community Users/Hirers/Extended Services must report all incidents related to unsafe premises or equipment to the school, who will 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.

### **Asbestos Management**

\*There is no asbestos at Berewood Primary School

Asbestos management on-site is controlled by the Nominated Responsible Person (NRP) for Asbestos. The asbestos register, as issued by the Asbestos Team is stored by the Site Manager and is to be shown to all contractors who may need to conduct work on site. Contractors and anyone undertaking intrusive work must read and sign the register prior to being permitted to commence any work on site.

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

The Responsible Manager, NRP and any other employees who may disturb the fabric of the building will complete the Asbestos Awareness e-learning annually. The NRP (and other employees who may carry out invasive works) will also attend the Hampshire Scientific Services half day attendance course once.

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

Under no circumstances must contractors or employees drill or affix anything to walls that may disturb materials without first checking the register to ensure it is safe to do so and/or obtaining approval from the NRP.

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

### **Community Users/Hirers/Extended Services**

The Headteacher will ensure that:

- Third parties and other extended service users operate under hire/lease agreements
- A risk assessment for the activity is completed and shared with all relevant parties
- The risk assessment for the premises is shared with the users/hirer
- 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**

Schools contractors can be selected from HCC minor works framework where possible. If the minor works framework cannot be used, the Selection of Safe Contractors Assessment Checklist will be used to ascertain competence and suitability prior to engaging their services. The school's Management Surveyor will be contacted for further guidance.

All contractors must report to the school office where they will be asked to sign the visitors book and asbestos register. All contractors will be issued with the local written contractors induction brief that includes all relevant details of fire safety procedures & local safety arrangements.

All employees are responsible for monitoring work areas and providing appropriate levels of supervision.

### **Curriculum Activities**

All safety management, risk assessments and maintenance of equipment for curriculum-based activities will be conducted under the control of the subject leaders and teachers. They will use the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and Hampshire County Council.

### **Display Screen Equipment**

All Display Screen Equipment (DSE) users will complete the display screen equipment e-learning course.

All DSE users will carry out periodic workstation assessments using the Corporate Workstation Assessment Form. Findings from the workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals.

DSE users have the right to request regular free eyesight tests and be reimbursed towards spectacles if required for DSE use.

### **Electrical Equipment**

The Headteacher will ensure that:

- Only authorised and competent persons are permitted to install or repair electrical equipment
- Equipment is not used if found to be defective in any way
- Defective equipment is reported & immediately taken out of use until repaired or disposed of
- All portable electrical equipment is inspected/tested at intervals annually
- Equipment testing/inspection is conducted by a competent person. The competent person is the Site Manager
- Personal electrical equipment is not brought onto the premises or used unless it is approved by management and has been tested

- New equipment is added to the work equipment inventory and PAT testing/inspection schedules.

Any defective or suspected defective equipment, systems of work, fittings etc. will be removed from use, reported to the site manager and repaired or disposed of as soon as possible.

### **Emergency Procedures**

The Headteacher will ensure that emergency procedures for non-fire related emergencies (gas leak, bomb threat, flooding etc.) are in place.

All employees will receive information, training and instruction on the non-fire emergency procedures and evacuation plans on induction. Employees will be periodically provided with updated information as the emergency procedures are routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans will be completed and reviewed for any vulnerable persons to ensure provision of 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 queries on site.

The Headteacher as Responsible Manager will ensure through the Fire Safety Co-ordinator that:

- All employees complete the mandatory fire safety induction e-learning course every year
- Fire safety information is provided to all employees at induction and periodically thereafter
- Fire evacuation procedures, fire safety training and fire equipment inspection and testing are carried out in accordance with corporate guidance and the premises fire safety manual
- The fire manual is reviewed annually by the Fire Safety Co-ordinator, the Headteacher, and Governors making the necessary amendments
- Information from the fire risk assessment is shared with employees annually

The Responsible Manager will ensure that trained Fire Marshals are in place to assist in fire evacuation.

### **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 school's Training Log. Those with Paediatric First Aid Training are listed in the First Aid Policy and are clearly signposted around the school.

A First Aid Needs Assessment will be carried out to determine the level of first aid provision required and is completed by a First Aider

First aid provision will be regularly monitored, and equipment checks recorded.

First aid should not be administered by anyone except first aid trained employees with in-date training certification, operating within the parameters of their training.

### **Glazing**

Glass and glazing on-site has been surveyed by Property Services and risk assessed by the school. The survey and assessment document is kept electronically by the Site Manager and is reviewed and updated annually or when there are changes to the premises and/or glazing.

Any damaged glazing will be reported to the Site Manager and made safe and replaced as soon as possible.

### **Housekeeping**

Good housekeeping is an essential factor in effective health and safety. The following conditions will be adhered to:

- All corridors and passageways kept free from obstruction
- Shelves in storerooms and cupboards stacked neatly and not overloaded
- Floors kept clean, dry, and free from slip and trip hazards
- Emergency exits, and fire doors not obstructed in any way
- Supplies stored safely in their correct locations
- Rubbish and litter cleaned and removed at the end of each working day
- Poor housekeeping or poor hygiene conditions reported

### **COSHH**

Hazardous substances, materials, and chemicals are not permitted to be used on-site until:

- Safety data sheets have been obtained
- A written COSHH assessment is completed by the trained COSHH assessor
- The product is approved for use by the Headteacher

When using a hazardous substance, employees will ensure that adequate precautions are taken to prevent ill-health and injury to themselves and others. Employees will be trained before using a hazardous substance and must follow safe working practices and use protective equipment if identified in the COSHH assessment.

All hazardous substances are stored appropriately in locked and clearly labelled stores in accordance with the relevant safety data sheets.

Hazardous substances are stored in the Site Managers Office.

### **Inspections and Monitoring**

It is the responsibility of all employees to monitor the condition of their workplace throughout the day. Monitoring and inspections of classrooms/work spaces is carried out the staff and Site Manager as nominated by the Headteacher.

Periodic documented inspections of the premises will be carried out every week in accordance with the premises inspection schedule. Inspection findings will be recorded on the locally adapted Premises Safety Inspection Checklist.

All defects identified must be reported to the Site Manager and recorded in the Site Tracking Log. Any identified high-level risks or safety management concerns will be addressed/actioned at the Site Manager

The termly H&S web monitoring form will be completed by the Site Manager. The monitoring form focuses on different areas each term and is an integral part of the School's and Children's Services Health and Safety Team's monitoring programme.

### **Kitchens**

The main kitchen area is only to be used by authorised employees/third party.

The main kitchen is managed by HC3 Catering. 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.

Where kitchens are managed by third parties, relevant safe systems of work and risk assessments will be shared between the third party and school.

Other kitchen/food preparation areas (staff room and DT Kitchen) are managed by the staff using them. They are responsible for ensuring any concerns are reported to the Site Manager and the areas are left clean and tidy.

### **Legionella**

The Legionella Nominated Responsible Person (NRP) will manage and undertake all processes regarding Legionella in accordance with Hampshire County Council corporate procedure. They will:

- Record sentinel point temperatures on the online reporting system
- Regularly flush unused outlets
- Report any alterations to the water system
- Undertake descaling and disinfection

### **Lone Working**

A risk assessment will be carried out to categorise each lone workers role and the risk presented, in accordance with the Corporate Lone Working Procedure.

Lone working will only take place:

- With the Headteacher's approval
- Following risk assessment
- Where it cannot be avoided

The lone working arrangements for employees who undertake lone working on this site is recorded by The Headteacher or the lone worker's employer.

### **Minibuses**

\*Berewood School does not own their own minibuses but does on occasion use minibuses from other local schools.

All minibus drivers will complete suitable training prior to being permitted to drive and carry out checks on minibuses. MiDAS training is recommended.

Minibuses will be fit for purpose and in safe condition. Drivers will complete and record pre-use checks before every journey. Minibuses will be inspected and serviced within the timeframes required for the vehicle and its age.

### **Moving and Handling**

All employees will complete the moving and handling e-learning course every year without exception.

Employees 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.

The Site Manager is expected to undertake regular physical work which would typically include regular moving and handling; therefore, they will attend a formal moving and handling course specific to the work requirements.

All moving and handling tasks are risk assessed before they are undertaken in accordance with the Corporate Moving and Handling Procedure.

### **Off-site Activities**

Arrangements regarding off-site activities are managed in accordance with the Hampshire Outdoors procedures and guidance.

The Educational Visits Co-ordinator is: The Deputy Head

### **Provision of Information**

The Headteacher will ensure that employees are periodically provided with information regarding safety arrangements. This information is shared during INSET days and Professional Development Meetings, email distribution and online training modules from The National College.

Visitors and Contractors are provided with Health and Safety Information on arrival by the office staff and are given a Visitor Information pamphlet.

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

Local health and safety advice is available from University of Chichester Academy Trust, Hampshire County Council, and the Children's Services Health & Safety Team can provide both general and specialist advice which is available on their website or on request.

### **Risk Assessment**

Risk assessments will be carried out where a significant risk is identified or is reasonably foreseeable.

The trained risk assessor will oversee the completion of risk assessments. Risk assessments will be carried out by employees with the appropriate knowledge and understanding of the area, task or equipment being assessed.

All risk assessments and associated control measures will be approved and signed by the Headteacher.

Completed risk assessments are listed in the assessment register held by the Site Manager and will be reviewed periodically in accordance with the risk assessment review schedule.

Employees will be informed, where appropriate, of hazards and control measures identified in risk assessments. Risk assessments will be shared with employees and relevant third parties periodically and when there are changes.

### **Smoking**

Smoking and use of e-cigarettes/vaporizers is not permitted on school premises.

### **Stress & Wellbeing**

Berewood Primary School and the University of Chichester Academy Trust is committed to promoting a high level of health and wellbeing and recognises the importance of identifying & reducing workplace stressors.

Stress management through risk assessment and appropriate consultation with employees will be periodically reviewed and acted upon in accordance with the Health & Safety Executive's Stress Management Standards - staff questionnaire.

As a Trust, all employees, pupils and their families can access Care First to help monitor, consult and reduce stress situations and receive support with wellbeing.

### **Traffic Management**

The school will develop a written Traffic Management Plan with arrangements regarding on-site traffic safety. The plan includes:

- A site plan diagram showing traffic and pedestrian routes, loading and parking areas
- Safe system of work; this can be included in the site plan check sheet
- Risk assessments where necessary

A copy of which can be found on the School website.

Arrangements will be shared with employees and relevant third parties.

### **Training**

Health and safety induction training will be provided and recorded for all new employees, including temporary workers and volunteers in accordance with the New Staff Induction Checklist.

The Headteacher will ensure that all employees are provided with adequate information, instruction, and training regarding their safety at work. Training needs analysis will be conducted, from which a comprehensive health and safety training plan will be developed and maintained.

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

- Induction training including the requirements of the school health and safety policy
- Local training including risk assessments and safe working practices
- Information following health and safety policy or procedural changes
- Relevant annual e-learning courses to meet mandatory corporate training requirements
- Role specific training
- Refresher training as required

Training records are held by the Senior Leadership Team who 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 employees.

### **Violent Incidents**

Violent, aggressive, threatening, or intimidating behaviour towards employees, whether verbal, written, electronic or physical, will not be tolerated.

In accordance with the Corporate Procedure on violence and aggression, employees should be categorised using the control menu. Control measures will be documented on the Violence &

Aggression Risk Assessment. The risk assessment will be shared with relevant employees and reviewed on a regular basis.

Employees must report all violent and aggressive incidents via CPOMS or directly to the Headteacher. Incidents will be appropriately investigated, and control measures reviewed to reduce the risk of similar incidents occurring in the future. Incidents will be reported as close to the incident date as possible.

Violent incidents between children will be reported locally on CPOMS

If a child is injured following violence between children, it will be reported as an accident on the online reporting system.

### Visitors

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

Visitors to the premises will be provided with a Visitor Information pamphlet and a lanyard.

- Purple lanyard – University of Chichester Academy Trust Employee
- Green lanyard – DBS check has been completed
- Red lanyard – DBS check not yet completed and will need to be supervised whilst on site

Whilst on site visitors will be supervised by a designated member of staff

### Vulnerable Persons

Where there are vulnerable persons (for example a young person, new or expectant mother, someone with a disability or temporary or permanent medical conditions etc.) working or visiting the premises, a risk assessment will be completed. Appropriate procedures will be implemented, and arrangements for the health, safety, and welfare of vulnerable persons on school premises will be suitably managed.

### Work Equipment

All work equipment requiring statutory inspection and/or testing on site (for example, boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors.

All employees will check work equipment prior to use. Any defective or suspected defective equipment must be removed from use, reported to the Site Manager and repaired or disposed of as soon as possible.

### Work at Height



Work at height will be undertaken in accordance with the Corporate Procedure for Work at Height, and the Children's Services Health and Safety Team guidance. All general work at height will be carried out in accordance with the on-site general risk assessment. A separate risk assessment will be carried out for higher risk tasks.

The trained competent person for work at height on the premises will:

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

The competent person for work at height, and all other employees, 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.

School employees are not permitted to work on roofs unless suitable edge protection and safe access arrangements are in place.