STATUTORY (A&B) POLICY

Health & Safety Policy

Policy Revision Date	19th November 2025
Review Frequency	Annual
Role / Author	School Business Manager, Deborah Guy
Governing Body Committee/HT	FGB
Date of GB Meeting/HT review for approval	3rd December 2025, FGB
Due with Clerk to Governors (where applicable)	7 days prior to GB meeting
Governing Body/HT Approval Date	3rd December 2025 FGB
Status (draft / approved)	APPROVED
Date Policy Due for next review:	November 2026

SIGNED:_____ **DATED:_____**

POSITION: HEADTEACHER

Elson Junior School

Health & Safety Policy

Policy Review

The following list must be completed prior to submission to the relevant Governing Body meeting/HT for approval.

Links with other Policies	Supporting Pupils with Medical Conditions Policy; Child Protection and Safeguarding Policies; Letting Policy; Curriculum Policy; First Aid Policy; Lone Working & Security Policy; Offsite Activities Policy; Behaviour Policy; No Smoking Policy; Abusive Behaviour Policy;
Model or Locally Produced	Model policy produced by HCC Health and Safety Team localised for Elson Junior School
Are changes to model policy or previous policy clearly identified (e.g. track changes)	Yes
In the view of the HT is the policy related to High, Medium or Low Risk activity to the school	Covers all levels of risk to school – mostly low risk.
What are the likely consequences to school of non-compliance	Increased risk of harm/injury to staff or pupils; Possible investigation by H&S Executive with a possibility of large fines; Possible criminal prosecution against staff not acting in accordance with policy; Implications for safeguarding; Increased reputational risk.
Are the governors/SLT accountabilities clearly identified	Yes
Are other accountabilities clearly identified	Yes
Are there any particular issues/risks associated with implementation/operation of policy	There is a lot of information within the policy and a need to increase staff awareness. Regularly updates of content in sections through Arbor messaging.
How will policy effectiveness be evaluated	Previously, H&S team undertook regular audit of activities, this has now ceased but request termly returns on different aspects of health and safety. Governors have decided to undertake an annual audit of H&S.
How will HT report to governors on effectiveness and when	Termly health and safety updates on the agenda for Full Governing Body Meetings. There is also a review of any significant accidents over a two year rolling period.
When will the policy next be due for renewal (for statutory compliance)	November 2026

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Approval Date:Approved FGB 3rd December 2025
Status: Approved
Next Review Date: November 2026

Does the policy impact on available resources	Resource implications are met by the premises budget. Matters identified as higher risk to health and safety given priority over routine maintenance.

1. 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 pupils and employees and all people 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 & 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 & 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.

2. ORGANISATION

Employer Responsibility

The overall responsibility for health and safety at Elson Junior School is held by Hampshire County Council.

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 and arrangements
- Periodically monitor and review local health and safety arrangements

Responsible Manager

The responsible manager for the premises is Catherine Paradine, Head teacher, who will act to:

- Ensure the school adopts the employer's policies and procedures
- Develop a safety culture throughout the school
- Consult employees and provide information and training and instruction so that employees are able to perform their tasks safely and effectively
- Consult and work with recognised Trade Union Safety Representatives/employee representatives and safety committees
- Assess and control risk 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 health and 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

On-Site Health & Safety Co-ordinator

The on-site Health and Safety Co-ordinator is the School Business Manager.

The on-site Health and Safety Co-ordinator 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.

Fire Safety Co-ordinator

The Fire Safety Co-ordinator (FSC) is the School Business Manager.

The FSC 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-date 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.

Legionella Nominated Responsible Person

The Nominated Responsible Person (NRP) for Legionella is the School Business Manager.

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

The NRP 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.

Asbestos Nominated Responsible Person

The Nominated Responsible Person (NRP) for Asbestos is the School Business 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.

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 premsies 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.

Accident Investigator

The Accident Investigator is the School Business Manager.

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.

COSHH Assessor

The COSHH Assessor is the School Business 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.

DSE Assessor

The DSE Assessor is the School Business Manager.

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

The on-site trained DSE Assessor's role is to support the school with assessing the needs of the DSE Users in accordance with departmental and corporate procedures.

Site Safety Trained Staff

The Site Safety Managerfor the premises is the School Business Manager.

The Site Safety Manager will attend the Safety Awreness for Facilities Managers training course every 3 years.

The site safety 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 Children's Services Health & Safety Team as required.

Teachers and Supervisors

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

Subject Managers

All safety management and risk assessments for curriculum based activities, including outdoor learning and school visits, will be carried out under the control of the relevant subject managers, year leaders or educational visit co-ordinator, using the appropriate codes of practice and safe working procedural guidance as issued by CLEAPSS, HIAS and Hampshire County Council. Subject managers, year leaders and the educational visit co-ordinator will be responsible for local risk management and ensuring the maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

Governing Body

Governors will:

- Ensure that Hampshire County Council's Health and Safety policy is enacted.
- Ensure that safety is effectively managed in schools and that there are processes in place to evaluate the effectiveness of Health and Safety arrangements.
- Ensure that the school's Health and Safety policy is reviewed every 3 years and updated where appropriate.
- Ensure that reasonable steps are taken to safely manage premises, plant, equipment and substances provided for work use are safe and without risk to health.
- Ensure that schools have suitable and sufficient risk assessments in place, findings are documented and communicated to staff and others, controls implemented and are regularly reviewed.

- Ensure regulations and guidelines appertaining to school activities, off-site activities and educational visits are being followed.
- Make decisions on Health and Safety where there is a significant implication in terms of cost.
- Make decisions on Health and Safety standards to be included in contract specifications when they have responsibility for awarding their own contracts.
- Comply with any directions given by Hampshire County Council concerning Health and Safety.
- Promote wellbeing for staff and pupils in terms of their physical, mental and emotional wellbeing.
- Contribute to the school's Health and Safety culture.

The School Business Manager will report to the Full Governing Body on a termly basis on health and safety performance, and recommend any actions necessary, should this performance appear or prove to be unsatisfactory.

The head teacher will ensure that the governing body is appropriately informed of all incidents of a serious nature. The School Business Manager will provide a report on all accident/incidents for the Full Governing Body on a termly basis for trend analysis, in order that repetitive causal factors may be identified to prevent recurrences. The report will cover at least 2 Academic Years with sufficient detail to allow governors to identify these trends.

To monitor the effectiveness of health and safety practices and procedures the Resources committee will:

- Carry out a minimum of one external Health and Safety walk annually
- Carry out a minimum of one internal Health and Safety walk annually
- Carry out a management review of the school's Fire Safety Management Plan annually

Risk Assessor

The Risk Assessors are the School Business Manager and the Caretaker.

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

The Risk Assessors act on behalf of the headteacher to ensure risk assessments are competed 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 and Safety Team as required.

Work at Height

The competent person for work at height on the premises is the Caretaker.

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 from the headteacher and/or the Children's Services Health & Safety Team as required.

3. 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 Elson Junior School and are to be used alongside other current school procedures and policies.

In carrying out their normal functions, it is the duty of all managers and employees to act and do everything possible to prevent injury & ill-health to others. This will be achieved in so far as is reasonably possible 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 the corporate procedure requirements.

Any accident, incident or injury involving staff, visitors, contractors, and the more serious accidents/incidents to pupils will be reported and recorded on the HCC Accident/Incident Reporting online form.

Where an investigation is completed, this will be recoded and submitted on the online reporting system within 7 days.

A copy of the completed incident form 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 incidents to pupils are to be recorded on the log sheets located in the school office; minor accidents occurring at lunchtime are to be entered in the Lunchtime Medical Record. These log sheets are input into a spreadsheet on a regular basis. It is important that all significant accidents and all head injuries are recorded at the time on the First Aid log sheets. The person completing the log must indicate whether an official accident form has been completed or a letter sent to parents.

Accidents involving children considered to be of a more serious nature than minor incidents, e.g. requiring a visit to hospital or treatment are to be recorded on HCC Accident/Incident Reporting online form.

The Children's Services Health & 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.

All significant accidents, incidents and near-misses are to be reported to the head teacher and the Accident Investigator, Deborah Guy. The trained accident investigator is to always conduct a documented investigation into more serious incidents. Investigations are essential in order that accidents, damage to equipment and property, and losses, are kept to a minimum. The purpose and intended outcome of the investigation is to identify the immediate underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

The head teacher will ensure that the governing body is informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Resource Committee for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences. A report will be provided by the

School Business Manager for each meeting covering a period of at least 2 Academic Year with sufficient detail to allow governors to identify trends.

Contractors, premises hirers and any third party users 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.

Administration of Medicines

Arrangements regarding medicines are set out in the Supporting Pupils with Medical Conditions Policy.

Asbestos Management

Asbestos management on site is controlled by the Nominated Responsible Person (NRP) for Asbestos. The asbestos register as issued by the HCC Asbestos Team is stored online in 'Alpha Tracker' https://alphatracker.hants.gov.uk/Login.a5w and is to be shown to all contractors who may need to carry out 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 the role (one for each role) when they are appointed. Copies of these must 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 intrusive 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 staff drill or affix anything to walls that may disturb materials without first checking the register 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 head teacher and/or the NRP who will immediately act to cordon off the affected area and contact the HCC 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 head teacher and or NRP.

Child Protection

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

Community Users/Lettings/Extended Services

The head teacher will ensure that:

- Third parties and other extended service users operate under hire 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

HCC School contractors will be selected from the 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 reception desk where they will be asked to sign the visitors' book and asbestos register. The school business manager or caretaker will issue all contractors the local written contractor induction brief that includes all relevant details of fire safety procedures and local safety arrangements.

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

If there are any breaches of safety, then these must be reported to the School Business Manager or headteacher at the earliest opportunity.

Cookery Health, Safety and Hygiene

Safety and hygiene points must be emphasised before handling food and must be taught as an integral part of any food activity.

A non-teaching helper can be invaluable as a "Health and Safety" adviser when children are involved in practical food work.

Health, Safety and Hygiene Points:

- The Food Technology Room is kept locked when not in use.
- Work surfaces in the kitchen are of laminate material and dedicated for food preparation only. The surfaces are to be cleaned in an approved manner before use. If this is not possible a plastic table can be used, but this must be thoroughly cleaned in an approved manner and allowed to dry before being stored.
- Utensils, crockery and tea-towels should be kept hygienically clean. Ensure tea-towels are washed each time they are used or allow utensils to drip-dry before drying with thick absorbent paper.
- Sharp knives should only be used under supervision and should be returned to the locked drawer immediately on completion of the task.
- Cotton aprons must be washed regularly. These aprons must only be used for food preparation.
- Keep pan handles turned in, carry knives with pointed end down and take care when cutting, chopping and slicing. Use oven gloves for hot food.
- Plastic Chopping boards, spoons and rolling pins are used.
- Food and equipment must be stored in a clean, cool, dry cupboard kept solely for this purpose. Perishable foods such as margarine, milk, eggs and cheese should be purchased on the day of use or stored in a refrigerator at a temperature not exceeding 5C. Store raw and cooked foods separately.
- Dry goods such as flour, dried fruits, sugar etc. must be stored in airtight containers, labelled, dated and regularly checked.
- Food must not be left uncovered.
- Dispose of waste, preferably wrapped, before putting it in a bin or container lined with a plastic sack.
- A water fire extinguisher (for wood and paper fires) and a powder extinguisher (for electrical fires) are located in the food technology room. A fire blanket is also situated above ovens.
- No combustible material, e.g. posters, are to be put on walls above a cooker or within 600mm laterally.

Appliances:

- Teachers must warn all pupils when cookers etc. are in use.
- Isolating switches should be made clearly visible.
- Standard cookers require a 30 amp electrical circuit.
- Electrical appliances should have a BEAB safety standard mark.
- All leads and plugs must be checked annually by a qualified electrician. Records kept in Site Manager's office.

Before starting any work with food:

- Hands must be washed and rewashed during sessions.
- Any watches or jewellery should be removed.
- Where appropriate, hair must be tied back.
- Aprons will be used to cover clothes.
- Cuts must be covered.

Spillages should be cleaned up immediately.

Curriculum Activities

The curriculum leads for the school are:

Art Yasmin Lawrence

Design and Technology Samuel Downing

Science Cindy Giffin

PE Carla White

These staff have attended...training which is refreshed every ...

The curriculum leads will act on behalf of the Headteacher to provide the necessary competence to enable curriculum subjects to be carried out safely and in accordance with the requirements and best practice.

They will ensure all employees have a reasonable awareness of the hazards and the control measures in place. They will advise the Headteacher of any condition or situation which may affect the safety of any premises users.

They will use the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education and Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and Hampshire County Council.

Display Screen Equipment

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

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 not exceeding three years.

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

Drugs Policy and Guidelines

At Elson Junior School we are committed to the Health and Safety of our Pupils.
We do not condone:-

- The use of alcohol
- The use of tobacco
- The use of all illegal substances
- The misuse of glue, solvents or aerosol cans
- The misuse of prescribed and over the counter medicines

Electrical Equipment

The head teacher will ensure that;

- Only authorised and fully qualified competent personnel are permitted to install, repair or attempt to repair electrical 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 to one of the site staff and immediately taken out of use until repaired. It is to be clearly marked as faulty until its repair or replacement
- The use of adaptor sockets & multi-socket adaptors is not permitted
- Protective outer sleeves of electrical cables are to be firmly secured within the plug. Where the outer sleeve is not secure within the plug, and a wire is visible, a qualified person is to be contacted to rewire the plug correctly
- All portable electrical equipment must be inspected/tested annually
- Equipment testing/inspection can only be carried out in school by a competent person. The competent person is Duncan Scott, Caretaker
- Personal electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested
- New equipment must be advised to the Caretaker 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 removed from use and reported to the Caretaker, recorded on the online default log 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 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 head teacher, 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 and evacuation 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 'Action to be taken in the event of a fire' are posted in the main areas of the building close to the fire points. The notices clearly identify the evacuation routes and assembly point.
- Evacuation routes and assembly points are clearly indentified.
- 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
- The most important part of fire control is prevention & all personnel should be 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 to be carried out in accordance with corporate guidance and the school's Fire Safety Policy
- A Fire Alarm Test is carried out every Wednesday during term time at 08:00am
- The fire manual and risk assessment are reviewed annually by the fire co-ordinator and amended as new hazards or required amendments are identified
- Information for 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 first aid policy and also clearly signposted around the school.

A First Aid Needs Assessment will be carried out to determine the level of fist aid provision required and is completed by the School Business Manager annually.

First Aid provision will be regularly monitored and equipment checks recorded.

First aid is never to be administered by anyone except first aid trained employees with in-date training certification, operating within the parameters of their training.

General Equipment

All general equipment requiring statutory inspection and/or testing on site (e.g. boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors as provided by the term contractor under PBRS arrangements or as locally arranged.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

Glazing

Glass and glazing on site has been surveyed by Property Services and risk assessed by the school to ensure that it is suitable safety glass for the area in which the glazing is located, this includes taking account for the activities undertaken and types of children at the school. The survey and assessment are kept electronically on a memory stick held by the School Business Manager and is reviewed three-yearly or when there are changes to the premises and/or glazing.

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

Hot Water and Hot Surfaces

Arrangements for the managing of hot water and hot surfaces have been put into place to protect students, staff and members of the public. The hazards have been identified and record in xxxtbcxxx RA

Contorl measure have been put into place to manage the risk and these ahve been shared with staff and where necessary others. If a new hazard is identified or brought onto site, this needs to be notified to the risk assessor for adequate contorl measures to be put into place.

The control measures include:

- Clearly marking hot water sources
- Only allowing children to access temperature controlled hot water areas unsupervised
- Hot pipes and surfaces being boxed in

Good Housekeeping

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

- Keep corridors and passageways free from obstruction
- Ensure shelves in storerooms are stacked neatly and not overloaded
- Heavy items are to be placed on lower shelves to assist manual handling
- Keep floors clean and dry and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way
- Storage of supplies to be in correct location
- Rubbish & litter to be cleaned & removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported

Hazardous Substances (COSHH)

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought in to use 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 the secure and signed storage when not in use which is either in the locked cupboard in the Site Office or at the Brick Store for this premises. This is to remain locked at all times.

All hazardous substances used on a daily basis are kept under in a padlocked cupboard in the Site Office.

High risk substances are locked in a red metal storage unit located in the Ladder store.

All storage areas have appropriate signage.

Inspections and Monitoring

It is the responsibility of all employees to monitor the condition of the workplace throughout the day. Monitoring and inspection of individual classrooms is carried out by the class teacher.

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the premises defect log and reported to the site team.

Weekly monitoring of outdoor equipment, including the Outdoor Gym, Adventure Playground, Climbing Wall, Quiet Area, Gazebo and Hall PE/Gym Equipment will be undertaken the Caretaker and a log sheet signed to confirm.

Routine documented inspections of the premises will be carried out termly in accordance with the premises inspection schedule. These inspections will be carried out by the School Business Manager and another member of staff and, on occasion, may also include pupils of the school. Inspection findings are to be recorded on the locally adapted CSAF-010 Junior School Premises Safety Inspection Checklist. Inspection findings related to outdoor play equipment are to be recorded on CSAF-020 Fixed Outdoor Play Equipment Inspection Checklist.

Defects identified during these routine documented inspections are to be immediately reported to the Caretaker and recorded on the defect log on the site office door. Any identified high level risks or safety management concerns which require immediate action are to be reported immediately to the head teacher or the next most senior member of staff if she is unavailable.

It is the school's responsibility that the termly H&S web monitoring form is completed by the School Business Manager. This monitoring form will focus on different areas each term and is an integral part of the School and CSHST monitoring programmes.

Periodic detailed inspections of the premises' safety management system will be carried out every year by a governor from the Site Committee. These documented inspections will examine all areas of the safety

management system and will be carried out using the locally adapted CSAF-010 Junior School Premises Safety Inspection Checklist.

Kitchens

Kitchen areas are only to be used by authorised employees in accordance with the identified safe working procedures.

The main kitchen is managed by HC3S. Authority and procedures for local management of the main kitchen are pinned to the front and rear of the main kitchen door in the school hall. 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.

The school cookery room is managed by the DT Subject Manager.

Safe working procedures and authorised access for other kitchen areas are detailed in this policy under the "Cookery Health, Safety and Hygiene" section of this policy.

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 worker's role and the risk presented, in accordance with the Corporate Lone Working Procedure.

Lone working will only take place:

- Within 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 in the Lone Working Policy.

Moving & Handling

All employees must 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 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 Caretaker is expected to undertake regular physical work which would typically include significant moving and handling, so therefore 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, and in consultation with the Educational Visits Co-ordinator.

The following additional advice is available for staff in respect of the transportation of pupils to off-site activities:

Conveyance of pupils in private cars:

By Parents

The Road Traffic Act requires that all cars are insured to include third party liability for any passengers travelling in an insured's car. Any pupils in a car which was involved in an accident would have a valid claim on the driver of the vehicle at fault.

Consultation with insurance companies indicates that in many cases parents who provide occasional transport for pupils on a voluntary basis would be covered within their existing overall social, domestic and pleasure cover without any additional premium being required.

Drivers should check with their insurance companies. In the case of regular drivers, if an additional premium is charged the school will refund the additional cost following proof of cover.

The Head teacher, or other staff, wishing to use parent's cars for the transport of pupils should:

(i) Satisfy themselves that the parents concerned are insured.
(ii) Ask parents to notify their insurance company of the use of the vehicle.

By Teachers or Support Staff

Consultation with insurance companies indicates that the position for teachers and support staff is similar. However, since in the case of teachers or staff this use could be classed as "business" they are advised to obtain further advice from their insurance company.

Use of Private Hire Coaches

All members of a school party travelling in a private hire coach being used for school purposes would be covered under the coach operator's insurance.

Outdoor Adventure Play Areas - Safe Use

The Adventure Play Area and Outdoor Gym form part of the school grounds development, to enhance the learning and recreational aspects of children's school life. The equipment has been specifically designed

for children between the ages of 7 and 11, for use in P.E. lessons and for recreational play. There are clear rules for use and any child who disobeys these rules will be subject to sanction(s).

Safety Issues:

- All teaching staff, the Senior Supervisory Assistant and one other MSA receive safety training on induction
- All children will receive safety training from their class teacher before they may use the equipment.
- All classes will discuss the rules for use, timetables, safety and sanctions, before they may use the equipment.

Inspection:

- The Head teacher and School Business Manager will arrange for a full annual inspection in accordance with H.C.C. regulations.
- The equipment will be visually inspected for recreational use by the playground supervising teacher daily.
- The equipment will be visually checked by the class teacher at the start of every P.E. lesson involving the equipment.
- The decision to take the area “out of use” due to safety/weather conditions is taken by the duty teacher responsible for morning playtime or the Senior Supervisory Assistant (plus HT/AHT if necessary) for lunchtime.
- It is the responsibility of the supervising member of staff to report any concerns to the site team, record it on the default log on the site office door, and if necessary, put the area “out of bounds” until a safety check has been undertaken.
- A member of the site team will conduct a weekly inspection of the equipment for safety and faults and sign a log sheet to confirm the check.
- Half-termly the site team will complete CSAF-020 Fixed Outdoor Play Equipment Inspection Checklist.

Supervision:

- The equipment may only be used for recreation or lessons when there is close supervision by a member of Staff.
- The area is only available for mid-morning play and lunchtimes from 1200 to 1300, **not** before and after school. There are signs in both the Adventure Playground and Outdoor Gym areas advising parents/families of this.

Clothing:

- Shoes must have flat, non-slip, flexible soles and be securely fastened with a lace, buckle or Velcro.
- Clothes with hoods, toggles or anything which could leave a child caught/suspended may not be worn.
- Jewellery will be removed stored safely (as for all P.E.).
- Close fitting clothing is desirable.

Rules for use:

- No child may use the areas unless they are supervised by a member of the school staff, including before and after school.
- Children will wait outside the defined play area until they are given permission to enter by a member of staff.
- There will be no more than 50 children on the equipment at any one time.
- There will be no pushing or pulling.
- A single whistle blast means “Stop at once” and listen”.
- Children will leave the area at once if so directed.

- If the supervising member of staff considers that a child's clothes or shoes present a safety risk to that child or others, they will not allow the child to use the equipment for that session.

Sanctions:

- Any infringement of the rules will be dealt with in line with the Behaviour Policy

Provision of Information

The headteacher will ensure that employees are periodically provided with information regarding safety arrangements. These systems are induction procedures, staff meetings, Arbor messaging, and signature based receipt of information. Local health and safety advice is available from the School Business Manager and the Children's Services Health and Safety Team can provide both general and specialist advice.

Visitors and Contractors are provided with Health and Safety Information on arrival by either the Caretaker or the School Business Manager who provide them with and Induction Brief.

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

Risk Assessments

Risk assessments will be carried out where a significant risk is reasonably foreseeable. Teachers must carry out risk assessments as appropriate for lessons and trips.

The trained risk assessors on site who are the School Business Manager and the Caretaker, 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, task or equipment being assessed.

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

Completed risk assessments are listed in the Risk Register located in the Site office and will be reviewed periodically in accordance with each risk assessment's review date.

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.

Safe Working Procedures:

All staff and supervisors must ensure that safe working procedures are developed through:

- Risk assessing the tasks
- Identifying the hazards
- Defining a safe method of work
- Documenting the assessment
- Implementing the safe system of work
- Monitoring the safe system of work

- Reviewing the assessment & method statement

Once developed, safe working procedures must be circulated to protect all personnel working within the school from risks to their health and safety. They must familiarise themselves with laid–down procedures and ensure that personnel under their control are fully aware of these procedures.

Security

Visitors:

All visitors to the school should report to the school office where they will be provided with the key health and safety and fire safety information to enable them to act appropriately and safely in the event of an incident. They will sign in the Visitors' Book and be given a Visitor Identification Badge. Any member of staff seeing an unfamiliar person on site or in the building should check the purpose for their visit and if necessary, escort them to the office.

All exterior doors (except Reception) should be kept closed and secured from the inside so that they are not accessible from the outside (all conservatories and fire doors opened for ventilation or access should be locked from the inside when the room is unoccupied). All other main exit doors are locked with a magnetic security coded system which may only be released at beginning and end of the day and playtimes. Staff will be given the code which they should keep confidential – this means covering the key pad when putting in the code so that the children do not discover it. Should the children find out what the code is then this should be reported to the Caretaker who will change the code and inform everybody of the new one as soon as is practical.

Valuables:

Items such as personal belongings should be locked away. Each class base has a lockable cupboard for use by Teachers and LSAs. MSAs should use the lockers in the ladies toilets.

Valuable items of easily portable school equipment (eg cameras, laptops, projector, should be locked away in class cupboard or the computer suite in when not in use)

Car Park:

Use of the Car Park is for staff and official visitors only. For the safety of all the car park is closed to families during the busy periods at the beginning and end of the school day from 0815-0900 and 1430-1530. Do not leave anything of value either in sight or in your car as we often have break-ins.

If car park is needed for special events then the staff will park on the Lower playground to allow room for other users. When this occurs, barriers are placed across the pedestrian pathway, where cars need to cross. Staff using the playground to park should be extra vigilant and drive very slowly on the school premises.

Smoking

The school is a non-smoking environment. Smoking, including the use of e-cigarettes and vaporisers, anywhere on site or in the school grounds is **not** permitted by law.

Stress & Wellbeing

Elson Junior School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors.

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

School arrangements to monitor, consult and reduce stress situations are:

- Annual staff survey
- Review of Risk Assessment following annual staff survey
- Termly monitoring of sickness/absences
- Annual monitoring of staff turnover levels and reasons for leaving given during exit interviews
- Line managers to monitor workload and changes in attitude/behaviour/ productivity of the staff they manager and referral of any areas of concern to the Head teacher
- Action plan to be drafted based on findings of risk assessment and findings from monitoring activities

Training

Health and Safety induction training will be provided and recorded for all new employees, including temporary workers and volunteers in acccordance 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 or 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 SBM, who is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan and managing the planning of refresher training for all employees.

Transport – Driving for Work

In accordance with the Corporate Procedure – Driving for Work the school will risk assess staff driving for work purposes and when this should be undertaken.

Any member of staff taht does need to drive for work purpose must be fit to drive and:

- Have the correct licence to drive the vehicle
- If they are driving their own vehicle, the school must ensure that it is taxed and safe to drive/has a current MOT

- Have business insurance.

Recorrds of checks will be kept .....

Transport - 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
- Site plan check sheet
- Safe system or work; this can be included in the site plan check sheet
- Risk assessments where necessary.

A copy of which is located in the Risk Assessment binder in the Site Office.

Arrangements will be shared with employees and relevant third parties.

Violent Incidents and Aggressive Behaviour (Adults)

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

In accordance with the Corporate Procedure on violence and aggression, employees should be categorised using the Corporate Control Menu and control measures documented on the Violence & Aggression Risk Assessment. This will be shared with relevant employees and reviewed on a regular basis.

Employees must report all violent and aggressive incidents using the confidential online reporting system. 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.

Child on child violent incidents will be reported using the online incident reporting system.

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

Vulnerable Persons

Where there are vulnerable persons, (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 and appropriate procedures will be implemented to ensure their health, safety and welfare whilst on site.

Work Equipment and Lifting Equipment (LOLER)

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 Caretaker 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. At Elson Junior School general work at height will be carried out 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 trained competent person for work at height on the premises who have attended the Caretaker Support Service Ladder & Stepladder Safety half-day course is Duncan Scott and he is authorised to:

- 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 and Steps Safety user PowerPoint presentation
- Carry out quarterly (March, June, September, December) inspections of all on-site ladders, stepladders and podium steps
- 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 they have suitable edge protection and safe access arrangements are in place.

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 (using the CSHST Stepladder & Step Safety PowerPoint presentation).
- Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder & Stepladder Safety half-day course within the last 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

4. MONITORING AND REVIEW

This policy is subject to review on at least an annual basis and more frequently as deemed necessary by the Resources Committee. The review shall be the responsibility of the Governors in consultation with the Head teacher and the site manager.

Any comment on matters relating to Health and Safety should be brought to the attention of the School Business Manager or their line manager, who will advise the Head teacher of any action necessary. The Headteacher shall notify the Governors of any issue which necessitates a review before the next annual review.

Any alterations to the existing arrangements will be notified in writing to all staff.
The Head teacher and School Business Manager are jointly responsible for advising the Governors of changes in legislation or working practice which will require a review of Health and Safety issues.