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# STATUTORY (A&B) POLICY

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## Health & Safety Policy



Policy Revision Date	30 <sup>th</sup> October 2020
Review Frequency	Annual
Role / Author	School Business Manager, Deborah Guy
Governing Body Committee/HT	Resources
Date of GB Meeting/HT review for approval	16 <sup>th</sup> November 2020
Due with Clerk to Governors (where applicable)	7 days prior to GB meeting
Governing Body/HT Approval Date	16 <sup>th</sup> November 2020
Status (draft / approved)	APPROVED
Date Policy Due for next review:	16 <sup>th</sup> November 2021

Note:

*Please ensure tracked changes are used to highlight changes from the last approved version. The document status should be 'Draft'.*

*Once the changes have been approved by the Governing Body, the tracked changes can be accepted and the document status changed to 'Approved'.*

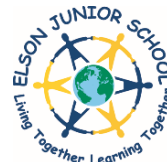
**Elson Junior School**  
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**Policy Review**

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
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 staff briefing.
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, though this has not yet happened.
How will HT report to governors on effectiveness and when	Termly health and safety updates on the agenda for Resources 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 2021
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. Health and Safety Policy**

### *STATEMENT OF INTENT*

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our 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, plant, 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 arise that require an amendment or improvement to be made.
- 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**

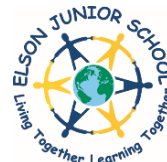
The overall responsibility for health and safety at Elson Junior School is held by Hampshire County Council who will:

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

### **Responsible Manager**

The responsible manager for the premises is Penny Shaw, Head teacher, who will act to:

- Develop a safety culture throughout the school
- Consult staff and provide information and training so that staff can perform their tasks safely and effectively
- Assess and control risk as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities



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

#### All Staff (including volunteers)

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

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

#### School Business Manager

The school business manager is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the responsible manager. She is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. She is to work within her level of competence and seek appropriate guidance and direction from the head teacher and/or the Children's Services Health & Safety Team as required.

#### Fire Safety Co-ordinator

The school business manager is the fire safety co-ordinator who is the competent person for fire safety on the premises and acts on behalf of the responsible manager. She is to attend the fire safety co-ordinator training course and refresh this training every three years. The fire safety co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The fire safety co-ordinator is to work within her level of competence and seek appropriate guidance and direction from the head teacher and/or the Children's Services Health & Safety Team and the Property Services Fire Team as required.

#### Legionella Competent Person

The school business manager is the nominated competent person for Legionella on the premises and acts on behalf of the head teacher to provide the necessary competence to enable Legionella to be managed safely. She is to annually complete the Legionella e-learning course and all training records are to be retained.

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with departmental and corporate requirements. She will advise the head teacher of any condition or situation relating to Legionella which may affect the safety of any premises users. She is to work within the level of her competence and seek appropriate guidance and direction from the head teacher and/or Property Services as required.

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### **Asbestos Nominated Responsible Person**

The school business manager is the nominated competent person for asbestos on the premises and acts on behalf of the head teacher to provide the necessary competence to enable asbestos to be managed safely. She is to annually complete the asbestos e-learning course and all training records are to be retained.

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

### **Accident Investigator**

The on-site trained accident investigator is Deborah Guy, School Business Manager who will lead on all accident investigations in accordance with departmental and corporate procedures.

### **Facilities Management Trained Staff**

The facility management trained member of staff is the School Business Manager, she is the competent person for the overall management of general premises facilities and acts on behalf of the responsible manager. She is to attend the facilities management training course and refresh this training every six years. She is responsible for the local management and completion of day-to-day premises matters and duties. She is to work within her level of competence and seek appropriate guidance and direction from the head teacher and the 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.

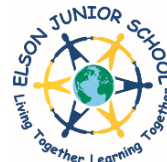
### **Resources Committee**

The purpose of the Resources Committee is to assist in the assessment of safety related matters and provide appropriate support to the head teacher. Resource committee governors will be kept informed of all changes in practices and procedures and new guidance, accidents, incidents and risk related matters.

The school business manager will report to the Resource Committee 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 Senior Administration Officer will provide a report on all accident/incidents for the Resource Committee 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.

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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

### **3. ARRANGEMENTS**

The following arrangements for Health and Safety have been developed in accordance with the Management of Health and Safety 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 policy requirements.

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

A copy of the completed form is then automatically sent to Children's Services Health & Safety Team. The person reporting the incident and the manager will receive a request to carry out an investigation and a link to record this on. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

Minor accidents to pupils are to be recorded in the incident folder located in the Medical Room; minor accidents occurring at lunchtime are to be entered in the Lunchtime Medical Record. It is important that all significant accidents and all head injuries are recorded at the time in the First Aid Files. The final column of the record sheet should indicate if 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 more serious accidents that are notifiable to the Health & Safety Executive (HSE) will be reported by the Children's Services Health & Safety Team. An F2508 will then be completed and sent to the HSE. A copy of this form will be emailed to the school.

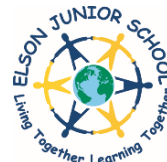
All significant accidents, incidents and near-misses are to be reported to the head teacher and the Accident Investigator, Deborah Guy. The trained accident investigator is to always conduct a documented investigation into more serious incidents. Investigations are essential in order that accidents, 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 appropriately 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 Senior Administration Officer 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 staff, who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.



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### **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 asbestos nominated responsible person. The asbestos register as issued by the HCC Asbestos Team is located at the school reception desk and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site.

The Responsible Manager and the Asbestos Nominated Responsible Person must 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.

They will also complete the Asbestos e-learning on an annual basis. The nominated person will additionally attend the Hampshire Scientific Services half day attendance course as a one-off. As will any other school staff that are likely to carry out any invasive works.

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

Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the nominated responsible person.

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 asbestos nominated responsible person 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 asbestos competent person.

### **Child Protection**

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

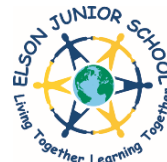
### **Community Users/Lettings/Extended Services**

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.
- The premises is safe for use and is always inspected prior to and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

### **Contractors on Site**

It is recommended HCC minor works framework is always to be used for contractual work on the premises. Where the minor works framework is not used appropriate safe selection of contractor's procedures are to be used to ascertain competence prior to engaging their services. The departmental Safe Selection of Contractors Checklist is to be used to determine competence of non-minor framework contractors who will require adequate risk assessments to demonstrate their safe working practices for specific work being undertaken. The school's management surveyor should be contacted for further guidance.



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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 site assistant will issue all contractors the local written contractor induction brief that includes all relevant details of fire safety procedures and local safety arrangements.

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

If there are any breaches of safety, then these must be reported to the school business manager or head teacher 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.

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Role/Author: School Business Manager, Deborah Guy

Policy Revision Date: 30<sup>th</sup> October 2020

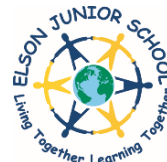
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Status: Draft

Next Review Date: 16<sup>th</sup> November 2021



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- Cuts must be covered.

Spillages should be cleaned up immediately.

### **Curriculum Activities**

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

### **Display Screen Equipment**

The intention of these regulations is to remove/reduce any foreseeable risks to the health, safety and welfare of Display Screen Equipment (DSE) users; the requirements of the regulations are legally enforceable.

The successful implementation of a display screen equipment policy requires the co-operation of managers and staff. Managers responsible for implementing the policy must consult fully with staff who use display screen equipment.

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

To secure the health, safety and welfare of staff so far as is reasonably practicable the Head teacher will ensure:

1. An assessment of each workstation is carried out by taking into account the display screen equipment, the furniture, the immediate working environment, the Software and the staff member.
2. Measures are taken to remedy reduce any risks found as a result of the assessment.
3. Ensure workstation components meet the specification laid down in the Schedule to the Regulations.

For habitual users (i.e. likely to use DSE for more than 25% of their working time) the regulations are more stringent and the Head teacher will ensure that the work systems minimise risks to Health and Safety.

Typical Problems:

Typical problems resulting from DSE use can include:

- i. Upper limb pains and discomfort.
- ii. Temporary visual fatigue.
- iii. General fatigue and stress.

In addition there are particular concerns regarding Epilepsy sufferers.

Typical Solutions:

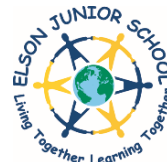
Often satisfactory results can be obtained by redesigning the workstation layout, improving posture or varying work systems and routines. In extreme cases equipment may be required.

### **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 personnel are 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 by a competent person.
- The competent person to be used will be Mike Misselbrook, Site Assistant
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested
- New equipment must be advised to the site assistant in order that it can be added to future PAT testing schedules.

Any defective or suspected defective equipment, systems of work, fittings, etc must be reported to the site team, recorded on the default log on their office door and attended to as soon as possible.

## **Emergency Procedures**

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school's emergency evacuation plan. The school has a fire emergency plan for fire related emergencies and an emergency evacuation plan for all non-fire emergencies.

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

Personal Emergency Evacuation Plans are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.

### Evacuation:

In the event of any emergency requiring the evacuation of the building the fire alarm will sound a long continuous ring.

## **Fire Bell Rings**

### **Evacuate the building**

### **Assemble on the Conservatory Field**

Do not stop to collect personal belongings

Walk and keep calm for everyone's safety

Do not re-enter the building until authorised by a member of the emergency services or the most senior member of staff

All personnel should evacuate the building by the nearest Fire Exit (marked with green exit signs) and make their way to the Assembly Point on the Conservatory Field. All staff are aware of the combination codes on the gates leading to the muster point. Any changes to this arrangement must be discussed with the Site Management Committee. Once there, teachers should line the children up in their classes and do a head count before calling the register. They should report any missing children immediately to the most senior member of staff present. Support staff should report to the Assistant head teacher.

If the school building is deemed unsafe then we will relocate to the Infant School in the first instance. If this is not possible the most senior member of staff will make arrangements to move to the nearest available Community Building (eg St Thomas' Church, GADSAD, St Columba's Church.)

#### Responsibilities:

- ☺ Unless notified previously of a fire drill, the Senior Administration Officer, or most senior member of office staff present, will ring the emergency services.
- ☺ Teachers are responsible for ensuring their teaching area is clear, including children, support staff and any visitors.
- ☺ Staff working with children outside the classrooms will ensure evacuation of these children and return them to their class teacher at the Assembly Point.
- ☺ During teaching hours communal area clearance will be the responsibility of the following fire marshals:
  - Evacuation Manager (Debbie Guy) ensure all exterior gates are unlocked.
  - Fire Warden 1 (Beki Hull) Corridors and rooms outside Based 7 to 12 (does not include main hall or library)
  - Fire Warden 2 (Sarah Taylor) Corridors and rooms outside Bases 1 to 6 (does not include Admin Corridor)

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- Fire Warden 3 (Sonia Smith) Main hall, library, music room, upper school boys' and girls' toilets. Exit via doors to main playground, and if any staff/pupils outside have not heard the alarm bell, make them aware of the evacuation and the need to proceed to the muster point.
- Fire Warden 4 (Penny Shaw) Admin corridor and rooms leading off including staff and lower school boys' and girls' toilets. Exit via reception door, and if any staff/pupils outside on the front playground have not heard the alarm bell, make them aware of the evacuation and the need to proceed to the muster point.
- Fire Warden 5 (Caroline Fielder) ensure registers, visitors' book, fire manual and any other emergency information as well as First Aid Kit is taken around to the muster point.
- ☺ The Office staff will bring the Staff and Pupils Registers and the Fire Manual to the Assembly Point.
- ☺ Teachers to check all their children are present
- ☺ Assistant Head teacher to check all the staff are present

The Head teacher, in discussion with the Fire Co-ordinator will arrange a fire practice once a term. The aim of this is to familiarise everyone with the procedures and to review suitability of arrangements.

Fire Extinguishers are located throughout the building. These will be serviced annually and a record kept in the Fire Manual. Staff should be familiar with the different types and uses of the extinguishers – however the immediate evacuation of children and staff must take priority over use of extinguishers. At no time should a child attempt to operate any Fire Fighting equipment.

#### Fire Procedures at Lunchtime:

##### *Wet Play/children in class*

- Children evacuate through conservatories and go to their class position on the Conservatory Field with Midday Supervisory Assistant.

##### *Wet play/children in hall*

- Children evacuate out of hall fire doors and assemble in class lines on middle playground (adjoining hall). Using the most direct and safe route, walk round to Conservatory Field under control of hall dinner ladies and assemble with own class. Do not take the children past the servery door or via Elson Infant School as the gates are locked.

##### *Outdoor Play*

- Children on car park playground led to Conservatory Field by M.S.A. on duty there.
- Children on field, middle/upper playground, adventure playground and hall to assemble in class lines on middle playground (any children on lower playground line up there). All children will then be walked by safest and most direct route to Conservatory Field.
- Do not take the children past the servery door or via Elson Infant School as the gates are locked.
- There will be 3 sharp blasts on whistle to children on the field.
- Children on the EJS Zone will walk safely to the Conservatory Field.

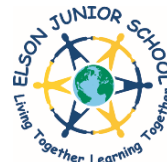
##### *Registers*

- The office staff will take registers to Conservatory Field.
- Dinner staff call registers of both classes (teachers on site may help to speed this process).
- Attendance to be reported to Senior Midday Supervisory Assistant/most senior member of teaching staff.

##### *Toilet Check*

- Office staff check indoor school toilets.

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- Nominated M.S.A check playground toilets.

*Office* Take fire book and registers.

All other adults take most direct route and assemble on Conservatory Field in usual place.

Power Cut/Failure:

In the event of a power cut/failure the emergency lights operate above all fire doors and in reception area. Persons will assemble in the main hall and await further notice.

Torches are located in the main corridor outside ICT suite and base 7.

Emergency Action Plan:

A copy of the Emergency Action Plan can be located on the school network "O:\Emergency Response Plan\EJS Emergency Response Plan 2020 updated.docx" and also in the red binder held in the school office.

Explosions:

Switch off gas and electrical power at isolation points – see Reception Area Site Plan and refer to Emergency Closure Plan of Action.

Escape of Dangerous Substances:

**Gas:** Switch off gas and electrical power at isolation points – see Reception Area Site Plan and refer to Emergency Closure Plan of Action.

**Nuclear radiation:** If alerted to accident in Portsmouth Harbour close all windows and doors. Keep all children and staff within building until notified by authorities. Distribute Potassium Iodide tablets (these are delivered to school when a nuclear vessel is in the harbour) to all people – these will be kept locked in a filing cabinet in the main school office and may be issued by the appropriate authority.

**Any other substances:** Follow Emergency Closure Plan of Action

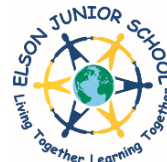
**Fire Safety**

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 this is the immediate point of contact for all fire safety related enquiries on site.

The head teacher will ensure through the fire safety co-ordinator that:

- All staff 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.
- 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 risk assessment is to be reviewed annually by the fire co-ordinator and amended as new hazards or required amendments are identified

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### **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 needs assessment of the first aid requirements is completed annually. This details the number of first aid staff required.

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

### **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 on when there are changes to the premises.

### **Good Housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. The following is to be adhered to at all times:

- 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**

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

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

Hazardous substances are to be stored in the secure and signed storage when not in use which is at the Brick Store for this premises. This is to remain locked at all times.

Hazardous substances used on a daily basis are kept under in a padlocked cupboard in the Site Manager's Office.

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

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Role/Author: School Business Manager, Deborah Guy

Policy Revision Date: 30<sup>th</sup> October 2020

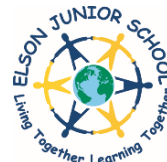
Approval Date: 16<sup>th</sup> November 2020

Status: Draft

Next Review Date: 16<sup>th</sup> November 2021



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All storage areas have appropriate signage.

### **Inspections and Monitoring**

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the 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 site assistant and a log sheet signed to confirm.

Routine documented inspections of the premises will be carried out every half-term 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 site team 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 staff in accordance with the identified safe working procedures.

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.

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 Management**

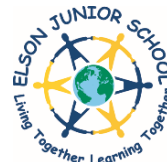
Legionella management on site is controlled by the Legionella competent person who will manage and undertake all procedures regarding Legionella in accordance with Hampshire County Council policy and guidance. All related training records are kept for auditing purpose and all flushing, temperature monitoring, cleaning and defects data are inputted on the records for buildings website database.

### **Lone Working**

Lone working increases the risks to an individual and as such needs to be kept to a minimum (both in terms of frequency of lone working and the time spent undertaking the activity). To further reduce the risks lone workers should not undertake hazardous tasks whilst working alone e.g. working at height or using hazardous equipment/tools.

All lone working is to be approved by the head teacher and is to be carried out in accordance with the premises lone working risk assessment and the Lone Working and Security Policy and in accordance with the Corporate Lone Working Procedure where staff have been appropriately categorised and control measures have been identified and put into place.

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## **Moving & Handling**

All staff must complete the moving and handling e-learning course every year without exception. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The site assistant is expected to undertake regular physical work which would typically include significant moving and handling, so therefore they must attend a formal moving and handling course specific to the work requirements.

The following guidelines are available and should be followed at all times:

### Manual Handling Operations:

#### *General*

Manual handling operations include the moving or supporting of any load by human effort rather than by purely mechanical means. This includes lifting up or putting down, pushing, pulling, carrying, holding or throwing any load, regardless of its weight.

The successful implementation of such a policy requires the co-operation and commitment of all staff. The requirements of the regulations are legally enforceable.

#### *Procedure*

To secure the health, safety and welfare of staff in relation to manual handling the Head teacher will, in consultation with staff:

- (i) Make a suitable and sufficient assessment of all manual handling operations where there is a risk of injury and review such assessments as necessary.
- (ii) Provide information and training as appropriate to reduce the risk of injury during manual operations.
- (iii) As far as is reasonably practicable avoid the need for staff to undertake manual handling operations where there is a risk of injury; where this is not reasonably practicable take appropriate steps to reduce to the lowest level reasonably practicable the risk of injury to staff undertaking manual handling operations.

To secure the health, safety and welfare of themselves and others all staff must make full and proper use of safe systems of work provided.

## **Off-site Activities**

All Off Site Activities and Educational Visits should be conducted in accordance with the Outdoor Education Service's 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:

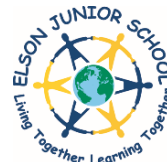
### Conveyance of pupils in private cars:

#### *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.

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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.

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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

**Physical Intervention**

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

**Provision of Information**

The head teacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are induction procedures, staff meetings, circulation of the minutes of these meetings and signature based receipt of information. Local health and safety advice is available from the site manager and the Children’s Services Health and Safety Team can provide both general and specialist advice.

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

**Risk Assessments**

General risk assessment management will be co-ordinated by the school business manager in accordance with guidance contained in the Children’s Services Risk Assessment Guidance Document.

Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists. 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 site assistant, will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved by the head teacher 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.

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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 the 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 Site Assistant 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:

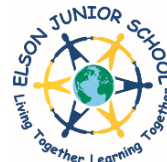
Use of the Car Park is for staff and official visitors only. For the safety of all the car park is closed to families during the busy periods at the beginning and end of the school day from 0815-0900 and 1430-1530. Do not leave anything of value either in sight or in your car as we often have break-ins.

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.

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### **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.

On-site 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

### **Traffic Management**

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

These measures have been shared with staff and the relevant provisions communicated to parents and visitors.

### **Training**

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

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

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

- Induction training regarding all the requirements of this health and safety policy
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals
- Appropriate annual e-learning courses to meet HCC mandatory corporate training requirements

Training records are held by the school business manager 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 of all staff.

### **Violent Incidents and Aggressive Behaviour (Adults)**

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Elson Junior School. Staff should be categorised using the Corporate Control Menu and control measures documented on the Violence & Aggression Risk Assessment. This will be shared with relevant staff and reviewed on a regular basis.

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





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

Violent incident reporting is completely confidential. Intentional violent and aggressive incidents towards members of staff are to be reported using the online incident reporting system. Incidents will be reported as close to the incident date as possible and not in batches.

#### Vulnerable Persons

Where there are vulnerable persons, (young, pregnant, those with disability, those with temporary or permanent medical conditions, etc.) working or visiting the premises, a risk assessment will be completed and appropriate procedures implemented to ensure their health, safety and welfare whilst on site.

#### Work at Height

Work at height is always to be undertaken in accordance with the the Corporate Procedure on Work at Height. At Elson Junior School general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The competent person for work at height on the premises who have attended the Caretaker Support Service Ladder & Stepladder Safety half-day course is Mike Misselbrook and he is authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to staff
- 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 inappropriate for use

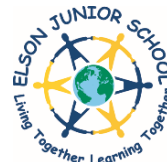
The competent person for work and height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

Children's Services staff will not be permitted to work on roofs, unless they have suitable edge protection and safe access arrangements.

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

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#### **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 Head teacher 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.



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