



# Clanfield Junior School

## Health & Safety Policy

<b>Presented to Governing Body</b>	<b>March 2024</b>
<b>Date Adopted</b>	<b>March 2024</b>
<b>Next Review Date</b>	<b>March 2025</b>

Accident & reporting investigation page  
Second paragraph page 6 updated, no longer paper reporting forms  
Contractors on site page 7, 'Where appropriate' inserted  
Curriculum activities page 8 – reference to swimming removed  
Electrical equipment page 8, PAT testing – I.T. Equipment requirement added (2 years)

## STATEMENT OF INTENT

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with 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
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

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

# ORGANISATION

## Employer Responsibility

The overall responsibility for health and safety at Clanfield 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 & arrangements
- Periodically monitor and review local health and safety arrangements

## Responsible Manager

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

- Develop a safety culture throughout the school
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities
- Periodically update governing bodies/partnerships as appropriate
- Produce, monitor and periodically review all local safety policies and procedures

## 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
- Using equipment according to manufacturer's instruction

## Site Manager

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

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

The on-site health & safety officer/co-ordinator to the school will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the responsible manager. He/she is to 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.

## **All Staff**

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.

## **Governors**

The Governing Body will nominate a Health & Safety governor whose purpose is to assist in the assessment of safety related matters and provide appropriate support to the headteacher.

The Health & Safety Governor is to periodically meet to monitor and discuss on-site health and safety performance and recommend any actions necessary should this performance appear or prove to be unsatisfactory.

All governors will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters through governing body meetings. Significant incidents will be reported to the Chair of Governors by the headteacher.

## **Fire Safety Co-ordinator**

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

The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the responsible manager/headteacher and/or the Children's Services Health & Safety Team as required.

## **Health & Safety Representative**

The premises health and safety representative (whether a member of staff who is union appointed, or non-union and locally nominated) will represent the staff with regard to their health and safety at work. He/she is expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

## **Legionella Competent Person**

The Site Manager is the nominated competent person for Legionella on the premises and acts on behalf of the responsible manager to provide the necessary competence to enable Legionella to be managed safely. He/she is to annually complete the Legionella e-learning course and all training

records are to be retained.

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with departmental and corporate requirements. He/she will advise the responsible manager/headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users. He/she is to work within their level of competence and seek appropriate guidance and direction from the responsible manager/headteacher and/or the Children's Services Health & Safety Team as required.

### **Asbestos Competent Person**

The Site Manager is the nominated competent person for asbestos on the premises and acts on behalf of the headteacher to provide the necessary competence to enable asbestos to be managed safely. He/she is to annually complete the asbestos e-learning course and all training records are to be retained.

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

### **Accident Investigator**

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

### **H&S Policy**

A copy of this policy will be provided to new staff at their induction.

A copy of this policy will be available to view on the staff noticeboard in the staffroom , further copies available from the school office, headteacher or H&S Co-ordinator

## **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 Clanfield Junior School and are to be used alongside other current school procedures & policies.

In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

### **Accident/Incident Reporting & Investigation**

The on-site management, reporting and investigation of accidents, incidents and near misses are carried out in accordance with departmental and corporate policy requirements.

Any accident, incident or injury involving staff, visitors or contractors is to be reported and recorded. Accidents & Near Misses now recorded via the online reporting system (HCC) The more serious accidents that are notifiable to the Health & Safety Executive (HSE) are to be reported using the online reporting system to HCC who will progress the report on. For staff with no access to the electronic reporting system paper copies are available on the noticeboard in the medical room which should then be passed to the headteacher or H&S co-ordinator.

Minor accidents to pupils are to be recorded in the pupils' accident book located in the medical room or in each classroom, which together with minor accident books also holds basic first aid items, e.g. plasters, gloves & bump notes.

Accidents involving children considered to be of a more serious nature than the minor incidents are to be recorded/reported as below.

All significant accidents, incidents and near-misses are to be immediately reported to the headteacher/Deputy Headteacher, these are to be reported using the HCC online accident reporting system. The trained accident investigator is to always conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

The HCC online accident investigation report tool is to be used for the recording/reporting of investigations. The headteacher will ensure that the governing body is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by half-termly review by the on site health and safety officer/coordinator for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the unit/centre/school/premises 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.

### **Administration of Medicines**

Arrangements regarding medicines are set out in the Administration of Medicines Policy. Arrangements regarding the support of pupils at school with medical conditions are set out in the Supporting Pupils with Medical Conditions General Guidance and are adapted according to the needs of the individual child.

## **Asbestos Management**

Asbestos management on site is controlled by the asbestos competent person. The asbestos register as issued by PBRS is located in the school office and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site.

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

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

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

## **Child Protection**

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

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

The responsible manager/headteacher will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity/letting is completed where appropriate
- 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
- Hirers/users must have appropriate insurance
- Hirers/users must be aware of safeguarding requirements

## **Contractors on Site**

HCC approved contractors are always to be used for contractual work on the premises. Where non-HCC approved contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. The departmental Safe Selection of Contractors Checklist is to be used to determine competence of non-HCC contractors who will require adequate risk assessments to demonstrate their safe working practices for specific work being undertaken.

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

Host 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.

## **Curriculum Activities**

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant teachers using the appropriate codes of practice and safe working

procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, and Drama as issued by CLEAPSS, HIAS and Hampshire County Council. Heads of Department and the appropriate subject teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

### **Display Screen Equipment**

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

### **Dogs on Site**

**With the exception of guide dogs these are not allowed on site other than in the car park/waiting area. Dogs are not permitted on the school premises, fields or playgrounds, this includes dogs in arms.**

### **Electrical Equipment**

The headteacher will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Extension leads must not be 'daisy chained'
- Rolled extension leads must be fully unwound before use
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported & immediately taken out of use until repaired
- All portable electrical equipment will be inspected/tested annually (I.T. biennially).
- Equipment testing/inspection can only be carried out by a competent person.
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested
- New equipment must be advised to the headteacher 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 headteacher and attended to as soon as possible.

### **Hot Drinks**

Where pupils are present or in school, hot drinks must be contained in travel mugs/cups with lids, outside of the staffroom to avoid the risk of scalding.

### **Emergency Procedures**

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school 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.