



**Sharps Copse Primary School**  
**Prospect Lane**  
**HAVANT Hants**  
**PO9 5PE**

# Health & Safety Policy 2018 – 2019

<b>Date:</b>	27 <sup>th</sup> September 2018
<b>Review Date:</b>	July 2019
<b>Responsibility:</b>	Headteacher
<b>Statutory, recommended or additional:</b>	Statutory
<b>Checked against Equalities Policy:</b>	Yes

**Linked Documents:** Accidents & Incidents Reporting and Investigations, Aggressive & Violent Incident Behaviour Safety, Asbestos Management, Code of Conduct, Contractors Safety, Controls & Safe Use of Substances Safety, Electrical Safety, Emergency Evacuation Plans, Fire Safety Manual, First Aid, ICT or Display Equipment Safety, Legionella Safety or Legionella Log Book, Lone Working and Procedures, Managing Aggressive Behaviour from Parents, Carers & Visitors Moving & Handling, Stress Management, On-Site Traffic & Procedures, Working at Height, Managing Aggressive Parents & Visitors Policy

Chair of Governors: Mrs Jane Towers	Date: 27 <sup>th</sup> September 2018
Headteacher: Mr Mike Elsen	Date: 27 <sup>th</sup> September 2018

## 1. STATEMENT OF INTENT

Sharps Copse Primary School is committed to carrying out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees, children and all persons likely to be affected by our activities including the general public where appropriate.

Staff should be familiar with the Health & Safety Policy and Procedures Documents, which is available to all in hard copy format, located in the school's policy file retained in the bookcase outside the admin office and held electronically on the school's teacherspool network (Admin/Policies). In all cases staff should act in accordance with the school's Health & Safety Policy and Procedures Documents.

### **Failure to do so may result in the school taking disciplinary action.**

For the purposes of this policy the term used for staff includes our governors and volunteers.

We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, Hampshire County Council (HCC) 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.

This Health & Safety Policy has been developed and personalised for the specific needs of Sharps Copse Primary School, using the advice and guidance provided by the Children's Services Health & Safety Team (CSH&ST) in the model Health & Safety Policy and Procedures document that can be located at

<http://www3.hants.gov.uk/hampshirecountycouncil/portal-help/healthsafetyreport.htm>

### 1.2 Our aims are to:

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

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

## **2. ORGANISATION**

### **2.2 Employer Responsibility**

The overall responsibility for health and safety at Sharps Copse Primary School is held by HCC 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

### **2.2 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 as appropriate
- Produce, monitor and periodically review all local safety policies and procedures

Taking the lead on all health and safety issues within the school is the Business Manager, who will report, advise and liaise very closely with the Headteacher.

### **2.2 All Staff and other school users, including volunteers**

All staff and other school users, including volunteers 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

### **2.3 Site Manager**

At Sharps Copse Primary School, 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 is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. He is to work

within the level of his competence and seek appropriate guidance and direction from the responsible manager and/or the CSH&ST as required.

## **2.4 On-Site Health & Safety Co-ordinator**

At Sharps Copse Primary School the On-Site Health & Safety Co-ordinator is the Admin Officer who manages, advises and co-ordinates on local safety matters on behalf of, and under the direction of the responsible manager. She is to work within her level of competence and seek appropriate guidance and direction from the responsible manager and/or the CSH&ST required.

## **2.5 All Teachers, Line Managers & Supervisors**

At Sharps Copse Primary School the responsibility of applying local safety procedures on a day-to-day basis rests with the teachers, line managers 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.

## **2.6 Working Party/Safety Committee**

At Sharps Copse Primary School the purpose of the working party/safety committee is to assist in the assessment of safety related matters and provide appropriate support to the responsible manager. The working party/safety committee is to meet twice a term to monitor and discuss on-site health and safety performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory. Working party/safety committee staff will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

The working party/safety committee consists of six staff and governing body members of Sharps Copse Primary School and they meet at the least, twice per term. These members are:

Mr Ian Broome	Site Manager
Mrs Kathy Combes	Higher Level Teaching Assistant
Mr Mike Elsen	Headteacher
Mrs Julie Jolliffe	Admin Officer – job share
Mrs Ann King	HLTA & H&S Governor
Mrs Lorraine Setterfield	Business Manager

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

The Site Manager at Sharps Copse Primary School 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. He 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 his level of competence and seek appropriate guidance and direction from the responsible manager and/or the CSH&ST as required.

## **2.8 Facilities Management Trained Staff**

At Sharps Copse Primary School the Site Manager is the facility management trained member of staff and is the competent person for the overall management of general premises facilities and acts on behalf of the responsible manager.

He is to attend the facilities management training course and refresh this training every six years. He is responsible for the local management and completion of day-to-day premises matters and duties. He is to work within the level of his competence and seek appropriate guidance and direction from the responsible manager and/or the CSH&ST as required.

## **2.9 Health & Safety Representative**

The appointed person will be the premises Health & Safety representative (whether a member of staff who is union appointed, or non-union and locally nominated). The Business Manager at Sharps Copse Primary School is the Health & Safety Representative who will represent the staff with regard to their health and safety at work. They will be 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. She is to work within her level of competence and seek appropriate guidance and direction from the responsible manager and/or the CSH&ST as required.

## **2.9 Legionella Competent Person**

The Site Manager at Sharps Copse Primary School 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 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 will advise the responsible manager of any condition or situation relating to Legionella which may affect the safety of any premises users. He is to work within his level of competence and seek appropriate guidance and direction from the responsible manager and/or the CSH&ST as required.

## **2.10 Asbestos Competent Person**

The Site Manager at Sharps Copse Primary School is the nominated competent person for asbestos on the premises and acts on behalf of the responsible manager to provide the necessary competence to enable asbestos to be managed safely. He 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 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 will advise the responsible manager of any condition or situation relating to asbestos which may affect the safety of any premises users.

He is to work within his level of competence and seek appropriate guidance and direction from the responsible manager and/or the CSH&ST as required.

## **2.11 Accident Investigator**

At Sharps Copse Primary School the on-site trained accident investigator is the Business Manager who will lead on all accident investigations in accordance with departmental and corporate procedures and will be accompanied by the Headteacher or Site Manager.

## **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 Sharps Copse Primary 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 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.

### **3.1 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 Reporting Book held in the school's Medical Room and on-line by either the Business Manager or Admin Officer(s) using HCCs electronic form located at <http://www3.hants.gov.uk/hampshirecountycouncil/portal-help/healthsafetyreport.htm> .

A copy of the completed form is then automatically sent to CSH&ST, 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 children are to be recorded using the schools reporting and recording procedures located in the file retained in the admin office.

The more serious accidents that are notifiable to the Health & Safety Executive (HSE) will be notified to the CSH&ST for them to report. A copy of the form will then be created by CSH&ST and sent to the HSE.

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 the Admin Officer and Governors Health & Safety Representative 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 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.

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

### 3.2 Asbestos Management

The Site Manager at Sharps Copse Primary School is responsible for Asbestos Management on site is controlled by the asbestos competent person who is the site Manager. The asbestos register as issued by Property, Buildings & Registration Services (PBRs) is retained in the bookcase outside the admin office in the purple file 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 Property, Buildings and Regulatory Services (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 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 and/or asbestos competent person.

### 3.3 Community Users/Lettings/Extended Services

At Sharps Copse Primary School, the Headteacher 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

### 3.4 Contractors on Site

At Sharps Copse Primary School, 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 **CSAF-013 Safe Selection of Contractors Checklist** is to be used to determine competence of non-HCC contractors who will require adequate risk assessments to demonstrate their safe working practices for specific work being undertaken.

All contractors must report to the main Reception Area where they will be asked to sign the visitor's book and asbestos register, and will be issued with a badge from the visitor's book either inserted into a tag that they are expected to wear, or if they have their own identification badge, can be taped over this if they wish.

They will also be issued with the school's adhoc electronic security tag if they need to have 'in and out' access to the building, which must be returned at the end of their visit. All contractors need to sign out of the visitor's book when they leave the premises.

All 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/project managers are responsible for monitoring work areas and providing appropriate supervision, moreso where the contractor's work may directly affect staff and children on the premises.

### 3.5 Curriculum Activities

At Sharps Copse Primary School, all safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant Phase Team Leaders and the appropriate subject teachers 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. Phase Team Leaders 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.

### 3.6 Display Screen Equipment

At Sharps Copse Primary School, all users must complete the *display screen equipment e-learning course* **every year** without exception. All users must carry out periodic workstation assessments using **CSAF-001 Workstation Assessment Form**. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

### 3.7 Electrical Equipment

At Sharps Copse Primary School, the responsible headteacher will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported and immediately taken out of use until repaired
- All portable electrical equipment will be inspected/tested at regular 12 monthly intervals by a qualified engineer recommended by PBRS registers of contractors
- 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
- Private electrical equipment must be less than a year old if being used on the school premises
- New equipment must be advised to the responsible manager in order that it can be added to future PAT testing schedules

Any defective or suspected defective equipment, systems of work, fittings etc, must be disabled from use ie, using temporary signage, unplugging, removing etc, without compromising personal safety and reported to the Site Manager using the 'snag log book' retained in the appropriate pigeon hole located by the staff entrance, and attended to as soon as possible.

### 3.8 Emergency Procedures

At Sharps Copse Primary School, 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 via email, 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 (PEEPs) 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.

### 3.9 Fire Safety

At Sharps Copse Primary School, arrangements regarding fire safety are set out in the Fire Safety Manual. The fire safety co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

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

- All staff complete the mandatory *fire safety induction e-learning course* **every year**
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked *flammable*
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual
- The fire risk assessment is reviewed annually by the fire safety co-ordinator and amended as new hazards or required amendments are identified

### 3.10 First Aid

At Sharps Copse Primary School, arrangements regarding first aid provision are set out in the First Aid Policy retained in the School Policies Files located in the bookcase outside the admin office and on the teacherspool network in the current policy file as a read only document and staff room.

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.

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.

### 3.11 Glazing

Glass and glazing on site has been surveyed and risk assessed to ensure that it is suitable safety glass for the area 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 and is reviewed annually or as and when changes occur.

Staff at Sharps Copse Primary School are advised at the point of their induction and periodically reminded during staff meetings and via email, that the windows, door portals and other glazed areas are not to be used for display purposes due to thermal cracking risks as well as obscuring health and safety emergency evacuation checking observations.

### **3.12 General Equipment**

At Sharps Copse Primary School, all general equipment requiring statutory inspection and/or testing on site (*eg. boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus*) will be inspected by appropriate competent contractors as provided by the term contractor under PBRS arrangements, or as locally arranged.

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

### **3.13 Good Housekeeping**

At Sharps Copse Primary School, tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way
- Resources are stored safely in their correct locations and returned after use
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported
- All classroom tables are to be cleared at the end of the day
- At half term and end of term breaks, children should take home property that is left in school ie, PE kits, coats, lunch boxes etc. Cloakrooms, home boxes and lunch trollies should all be clear
- All fridges are cleared and cleaned at half and end of term intervals and includes discarding lunch containers and bags that have not been taken home

### **3.14 Hazardous Substances**

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

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

All hazardous substances are to be stored in the secure and signed storage area when not in use which is the Site Managers room for these premises. This room is to remain locked at all times and the key retained by the Site Manager for control purposes.

### **3.15 Inspections and Monitoring**

At Sharps Copse Primary School, daily monitoring of the premises, through working routines and all staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the premises defect book and reported to the Site Manager.

Routine documented inspections of the premises will be carried out at the beginning of each term and again at half term and of end term breaks in accordance with the premises monthly inspection schedule. Inspection findings are to be recorded on the locally adapted CSAF-005/CSAF-010 Monthly Premises Safety Inspection Checklist and retained in the file located in the bookcase in the reception area of the school.

Defects identified during these routine documented inspections are to be immediately recorded in the premises 'snag log book' and reported to the Site Manager. Any identified high level risks or safety management concerns are to be actioned immediately or at the Safety Committee's meeting, whichever is greater.

It is the schools responsibility to ensure that the termly Health & Safety web monitoring electronic form is completed by the Business Manager. This monitoring form will focus on different areas each term and is an integral part of the school and CSH&ST monitoring programme.

### **3.16 Kitchens**

At Sharps Copse Primary School, the main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is located in the school Kitchen. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry from the responsible manager and must strictly adhere to the kitchen safe working practices.

Safe working procedures and authorised access for other kitchen areas, canteens and food preparation areas are located in the Kitchen and retained in the School Policies Files located in the bookcase outside the admin office and on the teachers pool in the current policy file as a read only document and staff room.

### **3.17 Legionella Management**

At Sharps Copse Primary School, legionella management on site is controlled by the Site Manager who is the designated Legionella competent person, who will manage and undertake all procedures regarding Legionella in accordance with HCCs policy and guidance. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes in the designated file located in the book case outside the admin office.

### **3.18 Lone Working**

At Sharps Copse Primary School, all lone working is to be approved by the Headteacher and is to be carried out in accordance with the premises lone working risk assessment and the local written procedures.

Lone workers should not undertake hazardous tasks eg, working at height, using hazardous equipment (ie, hedge trimmers) etc.

The lone working arrangements for staff who may undertake lone working on this site are retained in the School Policies Files located in the bookcase outside the admin office and on the teacher's pool in the current policy file as a read only document and staff room.

### **3.19 Managing Aggressive Behaviour from Parents, Carers & Visitors**

The governing body encourages close links with parents and the community. It believes that pupils benefit when the relationship between home and school is a positive one. The vast majority of parents, carers and others visiting our school are keen to work with us and are supportive of the school. However, on the rare occasions when a negative attitude towards the school is expressed, this can result in aggression, verbal and or physical abuse towards members of school staff or the wider school community. The governing body expects and requires its members of staff to behave professionally in these difficult situations and attempt to defuse the situation where possible, seeking the involvement as appropriate of other colleagues.

However, all members of staff have the right to work without fear of violence and abuse, and the right, in an extreme case, of appropriate self-defence. We expect parents and other visitors to behave in a reasonable way towards members of school staff. Our **Managing Aggressive Behaviour from Parents, Carers & Visitors** Policy outlines the steps that will be taken where behaviour is unacceptable and be viewed by visiting our school website at [www.sharpscopse.hants.sch.uk](http://www.sharpscopse.hants.sch.uk) or is available in hard copy format via our school office on request.

### **3.20 Minibuses**

At Sharps Copse Primary School the Headteacher is responsible for the operation and maintenance of the school minibus in accordance with requirements set out in the HCC corporate Minibus Policy. All minibus drivers must have completed MIDAS training prior to being permitted to drive.

### **3.21 Moving and Handling**

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

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely.

The Site Manager is expected to undertake regular physical work which would typically include significant moving and handling, so therefore he must attend a formal moving and handling course specific to the work requirements.

### **3.22 Off-site Activities**

At Sharps Copse Primary School, arrangements regarding off-site activities are managed in accordance with the Outdoor Education Service's procedures and guidance retained in the outdoor Activities file located in the bookcase outside the admin office.

### **3.23 Provision of Information**

At Sharps Copse Primary School, the Headteacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These information systems are weekly staff and diary meetings, staff 'pigeon hole' system, safety notice board located by staff entrance, notice board in staff room, signature based receipt of information, email etc. It is a requirement that all staff check their emails daily to remain up-to-date

Local health and safety advice is available from the Headteacher and the CSH&ST can provide general and specialist advice, telephone 01962 876203.

The **Health and Safety Law** poster is displayed on the safety notice board located by the staff entrance.

### **3.24 Risk Assessment**

At Sharps Copse Primary School, general risk assessment management will be co-ordinated by the Admin Officer in accordance with guidance contained in the CSH&ST Guidance.

Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

The Site Manager and Admin Officer are the trained risk assessor's at Sharps Copse Primary School who 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 Headteacher prior to implementation.

Completed risk assessments are listed in the Risk Assessment Register located in the bookcase outside the admin office, and will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the premises bring-up diary system.

### **3.25 Smoking**

For the purposes of this policy smoking includes e-cigarettes/vapourisers

Smoking is not permitted on the premises

### **3.26 Stress & Wellbeing**

Sharps Copse Primary School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors.

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

On-site arrangements to monitor, consult and reduce stress situations are retained in the School Policies Files located in the bookcase outside the admin office and on the teachers pool in the current policy file as a read only document and staff room.

### **3.27 Traffic Management**

At Sharps Copse Primary School, 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 retained in the School Policies Files located in the bookcase outside the admin office and on the teachers pool in the current policy file as a read only document and staff room.

### **3.28 Training**

At Sharps Copse Primary School, health and safety induction training will be provided and recorded for all new staff/volunteers in accordance the New Staff Health & Safety Induction Checklist.

The headteacher 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 Headteacher 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 staff.

### **3.29 Violent Incidents**

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Sharps Copse Primary and Nursery School

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

Violent incident reporting is completely confidential. Violent and aggressive incidents are to be reported using the incident reporting system located at <http://www3.hants.gov.uk/hampshirecountycouncil/portal-help/healthsafetyreport.htm>

### **3.30 Visitors**

At Sharps Copse Primary School, all visitors must initially report to the main reception where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident which is prominently displayed in reception.

Visitors to the premises are expected to sign-in the Visitor's Record Book and will be provided with the school's visitor label. However, if they have their own identifying label/badge and which is deemed acceptable, they can either wear this with a provided tag or can attach by tape over their own if they wish. All visitors will be expected to sign out at reception when they leave the premises.

The security procedures and policy are retained in the School Policies Files located in the bookcase outside the admin office and electronically on teacher's resources in the current policy file as a read only document and staff room.

### 3.31 Vulnerable Persons

Where there are vulnerable persons (young, pregnant, those with a 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.

### 3.32 Work at Height

Work at height is always to be undertaken in accordance with the **Corporate Policy on Work at Height**.

At Sharps Copse Primary 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 has attended the **Caretaker Support Service Ladder & Stepladder Safety** half-day course is the Site Manager and the Children & Families Support Worker, who are both authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to staff in accordance with **SGP 23-08**
- Provide stepladder and steps training to staff using the CSH&ST **Stepladder & Steps Safety** user training presentation
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use

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

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
- Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder & Stepladder Safety half-day course within every three years
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment