Health & Safety Policy

(Localised from HCC Model Policy)

The Vyne Community School

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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 staff and all persons likely to be affected by our activities including the general public where appropriate. We will cooperate and coordinate 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 and ensuring adequate welfare facilities are available throughout the school
- Maintain control of health and safety risks arising from our activities via assessment and policy
- 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 staff 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.

Legal Framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE 'Health and safety: responsibilities and duties for schools'
- DfE 'Safe storage and disposal of hazardous materials and chemicals'
- HSE 'Schools and education'
- DfE 'First aid in schools, early years and further education'
- UK Health Security Agency 'Health protection in children and young people settings, including education'

This policy operates in conjunction with the following school policies and procedures:

- Acceptable Behaviour Policy
- Allergen and Anaphylaxis Policy and Plan
- Child Protection Policy
- CCTV Policy
- Educational Visits and School Trips Policy
- Emergency Evacuation Plan
- Fire Safety Manual
- First Aid Policy
- Invacuation, Lockdown and Evacuation Policy
- Lone Worker Risk Assessment
- Minibus Compliance procedure
- Restrictive Physical Intervention Policy
- Supporting Pupils with Medical Conditions Policy
- School Uniform Policy
- Traffic Management Plan
- Data Protection Policy

Roles and Responsibilities

Employer Responsibility

The overall responsibility for health and safety at The Vyne Community School is held by Hampshire County Council, who is responsible for making sure that risks are managed so far as is reasonably practicable, and.

who will:

- Set clear Health and Safety policies and procedures
- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangements

Responsible Manager (Headteacher)

The responsible manager for the premises is the Headteacher.

who will act to:

- Ensure the school adopts the employer's policies and procedures
- 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.
- Consult and work with recognised Trade Union Safety Representatives/employee representatives and safety committees
- Assess and control risk on the premises as part of everyday management.
- Ensure a safe and healthy environment and provide suitable welfare facilities.
- Make operational decisions regarding health and safety.
- Ensure periodic safety tours and inspections are conducted.
- Ensure significant hazards are assessed and risks are managed to prevent harm.
- Ensure 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 cooperate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Supporting the school's health and safety arrangements.
- Ensuring their own work area 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.
- Using the correct equipment and tools for the job and any protective clothing supplied.
- Ensuring any toxic, hazardous or flammable substances are used correctly, and stored and labelled appropriately.
- 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.

Students

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other students', health and safety.

Head of Departments

Department Heads are responsible for the day-to-day local management of health and safety within their own department, acting on behalf of the Headteacher. They will ensure that staff are provided with adequate safety information and they will manage all integral and specific risks relating to the department's functions. They will ensure their department complies with overall school policies and procedures, all activities are periodically risk assessed, periodic inspections are conducted, and necessary controls are implemented.

All 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.

Combined Cadet Force

The CCF Lead is responsible for applying local and government health and safety requirements for CCF activities on school premises and offsite. Arrangements are documented in a Memorandum of Understanding and an Internal Procedures document.

Third Party Provider - Isis Out of School Club

The Management of the on-site third party, Isis Out of School Club is responsible for applying local health and safety requirements in accordance with the Special Provisions for Third Party Hire Agreement. Relevant risk assessments are provided and reviewed with the Business and

Community Manager. Any potential hazards identified in school, and associated control measures affecting the Club's operation are shared with Isis Club on a timely and regular basis.

Safety Committee (Finance and Resources Committee)

The role of the safety committee is to assist in the assessment of safety related matters and provide appropriate support to the Headteacher (Responsible Manager). The safety committee 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. Safety committee members will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

The safety committee is part of the **Finance and Resources Committee** consisting of governors and staff and they meet each term.

Governors

The Health and Safety Governor will:

- ensure that Hampshire County Council's Health and Safety policy is enacted;
- ensure that safety is effectively managed in school and that there are processes in place to evaluate the effectiveness of Health and Safety arrangements;
- ensure that schools Health and Safety policy is formally reviewed and signed off at least every 3 years or when there are any changes and updated where appropriate (recommended that there is an annual review to make sure it up to date);
- ensure that reasonable steps are taken to safely manage premises, plant, equipment and substances provided for work use are safe and without risk to health;
- ensure that schools have suitable and sufficient risk assessments in place, findings are documented and communicated to staff and others, controls implemented and are regularly reviewed;
- ensure regulations and guidelines appertaining to school activities, off-site activities and educational visits are being followed;
- ensure the school has secured safe means of entry and exit for all site users;
- where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use;
- make decisions on Health and Safety standards to be included in contract specifications when they have responsibility for awarding their own contracts;
- comply with any directions given by Hampshire County Council concerning Health and Safety;
- promote wellbeing for staff and pupils in terms of their physical, mental and emotional wellbeing; and
- contribute to the schools Health and Safety culture.

Specific Health and Safety Responsibilities

Accident Investigator

The Accident Investigator is the Headteacher and will attend accident investigator training every 3 years.

They will lead on all site accident investigations in accordance with departmental and corporate procedures.

Reported incidents and accidents will be evaluated to identify patterns and trends in order to take corrective action and minimise the reoccurrence.

Asbestos Nominated Responsible Person (NRP)

The Facilities Manager is the nominated responsible person for asbestos on the premises and acts on behalf of the Headteacher (Responsible Manager) to provide the necessary competence to enable asbestos to be managed safely. They will attend the Hampshire Scientific Services Asbestos awareness taught course on appointment and will complete the Asbestos e-learning course annually.

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

They will work within their level of competence and seek appropriate guidance and direction from the Headteacher (Responsible Manager) and the Children's Services Health and Safety Team as required.

COSHH Assessor

The COSHH Assessors are the Facilities Manager and Facilities Assistant and relevant departmental Technicians. They will attend the COSHH assessor training course every 3 years.

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

Display Screen Equipment (DSE) Assessor

The DSE Assessors are the Facilities Manager and the Network Manager and they will attend the DSE assessor training course every 3 years.

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

Facilities Manager (Site Manager)

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

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

They will work within their level of competence and seek appropriate guidance and direction from the Headteacher (Responsible Manager) and the Children's Services Health and Safety Team as required.

They will ensure that members of the Site team complete the appropriate level of training for their roles.

Fire Safety Coordinator (FSC)

The Site Manager and Business Manager are the Fire Safety Coordinators and they will attend the Fire Risk Assessment Principles and Practice training course every 3 years.

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

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

On-Site Health and Safety Coordinator

The on-site H&S Coordinator is the Business Manager who will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the Headteacher (Responsible Manager).

They will work within their level of competence and seek appropriate guidance and direction from the Headteacher (Responsible Manager) and Children's Services Health and Safety Team as required.

They will support staff with any queries or concerns regarding health and safety and will identify hazards by conducting risk assessments.

Health and 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. They are 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 Nominated Responsible Person (NRP)

The Site Manager is the nominated responsible person for Legionella and will complete the Legionella e-learning course annually.

The Legionella NRP acts on behalf of the Headteacher (Responsible Manager) to provide the necessary competence to enable Legionella to be managed safely.

They will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with departmental and corporate requirements. They will advise the Headteacher (Responsible Manager) of any condition or situation relating to Legionella which may affect the safety of any premises user. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher (Responsible Manager) and the Children's Services Health & Safety Team and Property Services as required.

Risk Assessor

The Risk Assessor is the Business Manager and will attend Risk Assessor training every 3 years.

The Risk Assessor acts on behalf of the Headteacher (Responsible Manager) to ensure risk assessments are completed and hazards are identified and managed.

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

Work at Height

The Facilities Manager is the competent person for work at height and will attend the Caretaking Support Service Ladder & Stepladder safety course every 3 years.

They will act on behalf of the Headteacher (Responsible Manager) and will ensure work at height is carried out safely.

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

Arrangements

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for The Vyne Community 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.

Accident/Incident Reporting and Investigation

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

Any accident, incident, injury, near miss or dangerous occurrences involving staff, visitors or contractors, and the more serious accidents/incidents to students are reported on the HCC Accident/incident online reporting system.

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

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

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

All accidents to students are to be recorded by the first aider onto SIMS and the more serious accidents also to be recorded through the HCC Accident/incident reporting system.

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

The Headteacher will ensure that the governing body/senior management is informed of all incidents of a serious nature. All accident/incident reports will be monitored by quarterly inspection of the recorded incidents for trend analysis to prevent recurrences. The governing body

will be regularly updated on monitoring and any trends identified at the Finance and Resources Committee meetings.

School hirers, community and third-party users must report all incidents related to unsafe premises or equipment to a member of the school or community staff, who will report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

Administration of Medicines

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

Allergens and Anaphylaxis

The School's Allergen and Anaphylaxis Policy will be implemented consistently to ensure the safety of those with allergies.

Parents are required to provide the school with up-to-date information relating to their child(s) allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required.

Staff will also provide the headteacher with a list of their allergies.

Spare AAI's are stored in the Admin Office and available.

Asbestos Management

Asbestos management on site is controlled by the Nominated Responsible Person (Facilities Manager). The asbestos register as issued by the Asbestos Team is managed online via Alpha Tracker. Contractors and anyone undertaking intrusive work must read and sign the register prior to being permitted to commence any work on site. A QR code and login is provided to all contractors who do not already have access to Alpha Tracker.

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

On appointment the Facilities Manager (and other staff who may carry out invasive works) will attend the Hampshire Scientific Services half day attendance course. After this the Headteacher, Facilities Manager and any other staff who may disturb the fabric of the building will complete Asbestos Awareness e-learning annually.

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

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

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

Child Protection

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

Cleaning and Infection Control

Contract cleaners will be monitored by the Site Manager. The standard required will be as per the contract agreement. Special consideration will be given to hygiene areas.

The school will actively prevent the spread of infection by maintaining a clean environment, promoting and scheduling immunisations and maintaining high standards of personal hygiene and practice.

Community Users, Lettings and Extended Services

The Headteacher (responsible manager) through the Community Manager will ensure that:

- Third parties and other extended service users operate under hire agreements.
- A risk assessment for the activity is completed
- A risk assessment for the venue is shared with the hirer/third party
- The premises are safe for use and are 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.
- First aid procedures are agreed
- 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

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

All contractors must report to reception where they will be asked to sign the visitor's book or the Sign In app then report to the Facilities Manager and sign the asbestos register. All contractors must be issued with the local written contractor induction brief that includes all relevant details of fire safety procedures and local safety arrangements.

Contractors will be responsible for the health and safety of their employees and for ensuring safe work practices. They will not constitute a hazard to staff, students or visitors to the School.

All staff are responsible for monitoring work areas and providing appropriate levels of supervision, especially where the contractor's work may directly affect staff and pupils on the premises.

Curriculum Activities

The curriculum leads for Art, Design and Technology, Food Tech, Science, PE, Music, Drama, will act on behalf of the Headteacher to provide the necessary competence to enable curriculum subjects to be carried out safely and in accordance with the requirements and best practice. All safety management, risk assessments and maintenance of equipment for curriculum-based activities will be conducted under the control of the relevant Heads of Department and subject teachers. They will use 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.

Defective Equipment, Furniture and Classroom Maintenance

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

All staff will check work equipment prior to use. Defective equipment/furniture must be removed from use and quarantined and clearly marked as faulty immediately until its repair or replacement.

Any defective or suspected defective equipment/fittings must be reported to the Site team (via email site@vyne.hants.sch.uk)

Any defective systems of work must be reported to the Head of Department.

Staff are requested to carry out a classroom/office risk assessment annually and to regularly review it.

Display Screen Equipment

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

All DSE users will carry out periodic workstation assessments using the DSE Self-Assessment Form. Findings from the workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

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

Electrical Equipment

The Headteacher (Responsible Manager) will ensure that:

- Only authorised and competent persons are permitted to install or repair electrical equipment.
- Equipment is not to be used if found to be defective in any way.
- Defective equipment is to be reported to Site, clearly marked as faulty, and immediately taken out of use until repaired.
- All portable electrical equipment is inspected/tested annually.
- Equipment testing/inspection can only be carried out by a competent person.
- The competent person for full PAT testing is the Facilities Manager, all technicians are competent persons for visual inspections only.
- Personal/private electrical equipment is not to be brought onto the premises or used unless it is approved by management and it has been PAT tested.
- New equipment must be added to the equipment inventories in order that it can be added to future PAT testing schedules and inventory.

Any defective or suspected defective electrical equipment must be reported to the Site team (via email site@vyne.hants.sch.uk) and isolated/removed from use. The Site Team will either repair or dispose of as soon as possible.

Emergency Procedures

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

The School will follow the procedure outlined in the Invacuation, Lockdown and Evacuation Policy and in PEEPs in the event of a crisis.

All staff will receive information, training and instruction on the non-fire emergency procedures and evacuation plans on induction and through an annual presentation. Staff will be periodically provided with updated information as the emergency procedures are routinely reviewed and amendments introduced.

Personal Emergency Evacuation Plans (PEEPS) will be completed and reviewed for any vulnerable persons to ensure provision of safe, assisted evacuation in the event of an emergency incident.

Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Manual. The Fire Safety Coordinators (Facilities Manager and Business Manager) are the competent persons for fire safety on the premises and are the immediate point of contact for all fire safety related queries on site.

The Headteacher as Responsible Manager will ensure through the Fire Safety Coordinator 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 on the electronic Staff Handbook
- Fire safety information is provided to all staff at induction and periodically thereafter.
- Fire Safety information will always be shared with staff at the beginning of each academic year
- 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.
- Fire alarms are tested weekly. Emergency lighting tested bi-annually.
- 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 manual and risk assessment are reviewed annually by the Fire Safety Coordinator, the Headteacher, and Governors making the necessary amendments as new hazards or required amendments are identified.
- Information from the fire risk assessment is shared with staff.

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

First Aid

Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff on site are listed in the first aid policy and also clearly signposted around the school.

A First Aids Needs Assessment is carried out to determine the level of first aid provision required and is completed by the Business Manager and reviewed annually.

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

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

Health education is taught to students, including CPR and the purpose of defibrillators.

Glazing

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

Any damaged glazing is reported to the Site team by email to site@vyne.hants.sch.uk or if urgent by call. It is to be made safe by the Site team as soon as possible and raised as a job with a local contractor to replace urgently.

Good Housekeeping & Hygiene

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.
- Supplies are stored safely in their correct locations.
- Rubbish and litter are cleaned and removed throughout and at the end of each working day.
- Poor housekeeping or hygiene conditions are immediately reported.

Hazardous Substances (COSHH)

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought on site until:

- Safety data sheets have been obtained
- A written COSHH assessment is completed by the relevant trained COSHH assessors
- The product has been approved for safe use by the COSHH Assessor acting on behalf of the Headteacher (Responsible Manager).

The school will only purchase hazardous materials from a reputable source.

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

It is accepted that for hazardous substances, materials and chemicals obtained and used by the science department the risk assessments provided by CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) are consulted and applied.

All hazardous substances are stored appropriately in secure and clearly signed stores in accordance with the relevant safety data sheets. Hazardous substances are stored, when not in use, in our Art department, Technology department, Science department, Facilities Office and cleaning department cupboards. This storage is to remain locked at all times.

Hot Water and Hot Surfaces

Arrangements for managing hot water and hot surfaces have been put into place to protect students, staff and members of the public. The hazards have been identified and recorded in the Premises Risk Assessment.

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

The control measures include:

- clearly marking hot water sources
- only allowing children to access temperature controlled hot water unsupervised
- hot pipes and surfaces being boxed in

Inspections and Monitoring

It is the responsibility of all staff to monitor the condition of their workplace throughout the day. Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately reported to the Site Team and recorded on the school defect job list.

Monitoring and inspections of individual departments will be carried out by Heads of Department or the subject teachers as nominated by the Head of Department.

Fortnightly walkabouts of the premises by the Business Manager and Facilities Manager are carried out to identify any general repairs/defects which are recorded and added to the site task list. The Governing Body has appointed a Health and Safety link governor who visits the site on a termly basis to carry out documented inspections of the premises. Findings are recorded on the locally adapted Premises Safety Inspection Checklist.

Defects identified during these routine documented inspections are to be immediately reported to Facilities Manager/Site team and recorded in the defect job sheet and/or fire safety manual. Any identified high level risks or safety management concerns are to be actioned at the Finance and Resources Committee.

Self assessment monitoring forms will be issued by HCC Children Services Health and Safety Team for completion by the Headteacher/ Facilities Manager, the results of which will determine whether on site audits will be required.

Kitchens

The main kitchen area is only to be used by authorised staff/third party contracted staff in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is with Innovate contractors. 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, canteens, and food preparation areas lies with Heads of Departments.

Relevant safe systems of work and risk assessments will be shared between the Contractor (Innovate) and the School in accordance with the Contractor checklist procedure.

Legionella Management

Legionella Nominated Responsible Person (NRP) is the Facilities Manager and they will manage and undertake all processes regarding Legionella in accordance with Hampshire County Council's corporate procedure. They will:

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

- Undertake descaling and disinfection

In the absence of the NRP the Headteacher will arrange for competent cover to be in place to fulfil all the required duties to manage legionella at the school.

Lone Working

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

When lone working is undertaken it must only take place:

- With the approval of the Headteacher (teaching/support) or Facilities/Community Manager (site/community staff)
- And be in accordance with the Corporate Lone Working procedure where staff have been appropriately categorised and control measures have been identified and put into place.
- Where it cannot be avoided

The lone working arrangements for staff who may undertake lone working on this site are as identified in the corporate lone working policy and as documented in individual risk assessment.

Minibuses

The Facilities Manager is responsible for the operation and maintenance of minibuses 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 the School minibus for any purpose.

The School's Midas Assessor is our Network Manager who is responsible for the Minibus Compliance Procedure and training records.

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

Moving and 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.

The Site Manager and Site Attendants are expected to undertake regular physical work which would typically include significant moving and handling; therefore they must attend a formal moving and handling course specific to the work requirements.

All moving and handling tasks are to be specifically risk assessed following the HSE simple filter tool, before they are undertaken in accordance with the Corporate Moving and Handling Procedure. For tasks that fall outside of the HSE filter tool, risk assessments will be carried out by the trained moving and handling assessor.

New and Expectant Mothers

When notified that a member of staff is pregnant the school will undertake a risk assessment for that individual. This will be undertaken by the Business Manager (Risk Assessor) in conjunction with the Line Manager/Headteacher and the individual.

This assessment will be reviewed regularly throughout the pregnancy and the return to work to ensure that reasonable adjustments are made.

Off-Site Activities

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

Physical Intervention

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

Provision of Information

The Headteacher (Responsible Manager) will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. This information is provided in the form of staff meetings, meeting minutes, additions to the daily update staff briefing, email distribution, google forms. Local health and safety advice is available from the Facilities Manager (health and safety coordinator) and the Children's Services Health and Safety Team can provide both general and specialist advice.

Visitors and Contractors are provided with Health and Safety Information on arrival when signing in and information is displayed in reception.

The Health and Safety Law poster is displayed in the staff rest room and hall corridor..

Risk Assessment

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

Risk assessments will consider the needs of staff, students, visitors and contractors and will identify all defects and potential risks along with the necessary solutions or control measures.

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

All risk assessments and associated control measures are to be approved by the Headteacher (Responsible Manager) or the Facilities Manager as a delegated member of staff prior to implementation.

Completed risk assessments are listed in the Risk Register online and will be reviewed periodically in accordance with each risk assessment's review date as diarised.

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

The Educational Visits Co-ordinator will ensure risk assessments are completed by staff leading day trips or residential trips in accordance with the Educational Visits Policy.

Security

Arrangements regarding security are based on the premises risk assessment and supplemented by the CCTV policy.

CCTV systems are used to monitor events and identify incidents taking place. CCTV footage may be used as evidence when investigating reports of incidents in accordance with the policy and the School's Data Protection Policy.

Severe Weather

The School will act in accordance with the Adverse Weather Risk assessment where the weather could pose a risk to individuals on the school site.

The headteacher, in liaison with the governing body, will make a decision on school closure due to severe weather on the grounds of health and safety and follow County procedures.

Sharps

For the purposes of this policy, "**sharps**" is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes
- Where an individual within the school requires injections to manage a health condition
- Where a student brings a sharp into the school
- Where glass is broken within the school, or broken glass is found on or around the school premises
- Where drug paraphernalia is found on or around the school premises

Handling and Disposing of a Sharp

The use of needles for medication for an individual on the school premises will be managed in line with the Administering Medication Policy.

Students will be made aware that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp.

Where a sharp is found, the nearest staff member will move all students away from the area in order to prevent accidental injuries and will guard the sharp while alerting a member of the Site team for appropriate disposal in the sharps box.

The sharps box is located off the floor, out of reach of students, in Student Services. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

Smoking

Smoking and use of e-cigarettes/vaporisers is not permitted on The Vyne Community school premises.

Stress and Wellbeing

The Vyne Community School is committed to promoting a high level 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 Health & Safety Executive's Stress Management Standards - staff questionnaire.

Training

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

The Headteacher (Responsible Manager) will ensure that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. A training needs analysis will be conducted from which a comprehensive health and safety training plan will be developed and maintained.

All staff will be provided with 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 policy or procedural change.
- Specific training commensurate to their own role and activities e.g using industrial machinery, managing asbestos, responsibility for storage and accountability for hazardous materials.
- 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 Facilities Manager and Business Manager who are responsible for coordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

Transport - Driving for Work

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

Any member of staff that does need to drive for work purposes must be fit to drive and:

- have the correct license to drive the vehicle
- if they are driving their own vehicle the school must ensure that it is taxed and safe to drive and has a current MOT
- have business insurance

Records of checks will be kept in the Admin Office.

Transport - Traffic Management

Arrangements regarding on-site traffic safety are documented in a Traffic Management Plan based on the Managing Traffic on Site guidance and premises traffic risk assessment.

The plan includes:

- A site plan diagram showing traffic and pedestrian routes, loading and parking areas
- Site plan check sheet and safe system of work
- Risk assessments where necessary

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

Hirers are requested to consider and make provision for additional safety measures when organising events as per the terms and conditions of hire.

Traffic management is reviewed when key events are scheduled as part of the individual event risk assessments.

Violence and Aggression

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at The Vyne Community School.

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

Staff must report all such violent and aggressive incidents using the confidential online reporting system. Incidents will be appropriately investigated, and control measures reviewed to reduce the risk of similar incidents occurring in the future. Incidents will be reported as close to the incident date as possible.

The review of incidents will be used to create an awareness of potential issues and/or injuries and so that reasonable actions may be taken to support those involved.

Parents who are known to be violent or aggressive should never be seen by staff unless another adult/member of staff is present.

All visitors are expected to adhere to the Acceptable Behaviour of Visitors Policy.

Violent incidents between children will be reported locally on SIMS. If a child is injured following violence between children, it will be reported as an accident on the online reporting system. Violent student behaviour is managed in accordance with the Restrictive Physical Intervention Policy.

Visitors

All visitors during the school day must initially report to the main reception and sign in using the visitor Sign In app where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will be provided with a visitor's badge having read the visitor information when signing in.

Visitors will be accompanied at all times unless they are here for school business in which case they must hold a valid DBS.

All visitors are expected to adhere to the Acceptable Behaviour of Visitors Policy.

Vulnerable Persons

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

Work at Height

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

The trained competent person for work at height on the premises who has attended the Caretaker Support Service Ladder and Stepladder Safety half-day course is the Facilities Manager and they are authorised to:

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

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

Staff must not 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.

Contractors working at height are to be appropriately supervised and must only use their own access equipment.

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