

## HEALTH AND SAFETY POLICY

*Ms L. Croke*

*Last updated April 2018*

### STATEMENT OF INTENT

It is the policy of the school to carry out our activities in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees, students and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, Hampshire County Council departments and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working and learning 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 aims can be met. All staff and governors will be instrumental in its implementation.

## ORGANISATION

### Employer Responsibility

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

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

### Responsible Manager

The responsible manager for The Hamble School 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 provide health and safety updates to governing bodies/partnerships as appropriate
- Produce, monitor and periodically review all local safety policies and procedures

### All Staff (including volunteers)

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

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

### Senior Site Manager

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

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

The on-site health & safety officer/co-ordinator to the school will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the responsible manager. He/she is to work within their level of competence and seek appropriate guidance and direction from the responsible manager and/or the Children's Services Health & Safety Team as required.

## **All Teachers & 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 with their line manager 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 relating to their areas of responsibility, taking prompt remedial action where necessary to control risk.

## **Safety Committee**

The purpose of the safety committee is to assist in the assessment of safety related matters and provide appropriate support to the 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 staff will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters. The safety committee meet termly.

## **Health and Safety Governor**

The Governor responsible for health and safety meets with the on-site health and safety co-ordinator/officer termly to discuss health and safety issues affecting the school and raise with the full Governing body issues of concern. The Governor will check that the correct documentation is being maintained in accordance with the Health and Safety Policy. The health and safety Governor will ensure the policy is reviewed regularly and any changes reflected accordingly.

## **Fire Safety Co-ordinator**

The Senior Site Manager is the fire safety co-ordinator who is the competent person for fire safety on the premises and acts on behalf of the responsible manager. He/she is to attend the fire safety co-ordinator training course and refresh this training every three years. The fire safety co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual. The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the responsible manager and/or the Children's Services Health & Safety Team as required.

## **Facilities Management Trained Staff**

The Senior Site Manager is the competent person for the overall management of general premises facilities and acts on behalf of the responsible manager. He/she is to attend the facilities management training course and refresh this training every six years. He/she is responsible for the local management and completion of day-to-day premises matters and duties. He/she is to work within their level of competence and seek appropriate guidance

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

### **Health & Safety Representative**

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

### **Directors of Learning**

The Director of learning is responsible for the day-to-day local management of health and safety within their department and for acting on behalf of the responsible manager. He/she will ensure that all staff are provided with adequate safety information and they will manage all integral and specific risks relating to the department's functions. He/she will ensure the department complies with overall school policies and procedures; that all activities are periodically risk assessed, periodic inspections are carried out, and necessary controls are implemented.

### **Legionella Competent Person**

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

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

### **Asbestos Competent Person**

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

## **Accident Investigator**

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

## **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 Hamble School and are to be used alongside other current School procedures & policies.

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

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

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

Any accident, incident, injury or near miss involving staff, visitors or contractors is to be reported and recorded in the HCC Accident Report Book held in the Student Support & Wellbeing Office. Minor accidents to pupils are to be recorded in the minor accident book which is located in the Student Support & Wellbeing Office.

In accordance with HCC's Health and Safety corporate procedures, for accidents/incidents near miss and dangerous occurrence investigation and reporting - it requires all work-related accidents to be investigated and conclusions recorded in a consistent manner. It is the responsibility of managers to investigate all incidents (local investigation) but in addition the more serious incidents will be escalated to the health and safety professionals using the online system.

Accidents involving children locally that are considered to be of a more serious nature than the minor incidents are to be recorded on a CSRF-003 School Accident Internal Report Form which is to be retained on site and then reported using the online HCC Incident and investigation reporting system.

All significant accidents, incidents and near-misses are to be immediately reported to the responsible manager. The trained accident investigator is to always conduct a documented investigation into more serious incidents and report using the HCC online reporting system. 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 recurrence.

The HCC online accident investigation report tool is to be used for the recording/reporting of investigations. The responsible manager will ensure that the governing body/partnership/senior management is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the student support & wellbeing officer for trend analysis in order that repetitive causal factors may be identified to prevent recurrences.

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.

### **Administration of Medicines**

Arrangements regarding medicines are set out in the school administration of medicines procedures.

### **Asbestos Management**

Asbestos management on site is controlled by the asbestos competent person. The asbestos register as issued by HCC Property Services is located at the main school reception and is to be shown to all contractors and any individual 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 HCC Property Services in order that the asbestos register may be updated accordingly. Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the competent person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the responsible manager and/or the asbestos competent person who will immediately act to cordon off the affected area and contact the HCC Property Services 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.

### **Child Protection**

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

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

The responsible manager will ensure that:

- Third parties and other extended service users operate under hire agreements
- A completed Events Risk Assessment using HCC's blank template
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

### **Contractors on Site**

HCC 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 school reception where they will be asked to read the health and safety information leaflet for visitors, sign the visitor's book and asbestos register, and will be met by a member of the site team. Host staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises.

### **Curriculum Activities**

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant Heads of Department and 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. Heads of Department and the appropriate subject teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

### **Display Screen Equipment**

All 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.

### **Electrical Equipment**

The responsible manager 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 & immediately taken out of use until repaired
- All portable electrical equipment will be inspected/tested at intervals of 1 year and 3 years
- Equipment testing/inspection can only be carried out by a competent person.
- The competent person being Patt Co. Ltd
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested
- New equipment must be advised to the Senior Site 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 reported to The Senior Site Manager and attended to as soon as possible.

### **Emergency Procedures**

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

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

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

## **Fire Safety**

Arrangements regarding fire safety are set out in the Fire Safety Manual. The fire safety co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The responsible manager 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

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

## **General Equipment**

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

## **Good Housekeeping**

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 and in safe quantities
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported



## **Hazardous Substances**

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought 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 responsible manager. The approved COSHH assessor is the Senior Site Manager with the Art/Technology Technician also being COSHH trained to allow them to assess their department's substances whilst being monitored by the Senior 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 when not in use situated at various locations i.e. science block, tech block, swimming pool plant rooms and site work shop. These storage rooms are to remain locked at all times.

## **Inspections and Monitoring**

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded via Email, or Site Team fault /job form and reported to the Senior Site Manager. Monitoring and inspections of individual departments will be carried out by Heads of Department and/or the subject teachers as nominated by the Head of Department.

Routine documented inspections of the premises will be carried out termly in accordance with the premises termly inspection schedule. Inspection findings are to be recorded on the locally adapted Termly Premises Safety Inspection Checklist. Defects identified during these routine documented inspections are to be immediately reported the Senior Site Manager. Any identified high level risks or safety management concerns are to be actioned with immediate effect.

## **Kitchens**

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 held by HC3S. 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 are managed by The Hamble School.

## **Legionella Management**

Legionella management on site is controlled by the Legionella competent person the Senior Site Manager who will manage and undertake all procedures regarding Legionella in accordance with the Management of Legionella in water systems September 2013 V1.0. Records of all related training, flushing, temperature monitoring, cleaning, defects and contractor service works carried out are to be retained for auditing purposes in the property services Legionella log book.

## **Lone Working**

All lone working is to be approved by the responsible manager and is to be carried out in accordance with HCC's Health and Safety corporate procedure for lone working and in conjunction with the local premise risk assessment and written procedures. The lone working arrangements for staff who may undertake lone working on this site can be found in the lone person working policy.

## **Minibuses**

The Finance & Office Manager and the Senior Site Manager are 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 minibuses when passengers include students. The school training co-ordinator will arrange MIDAS training.

## **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.

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 team are expected to undertake regular physical work which would typically include significant moving and handling, so therefore they must attend a formal moving and handling course specific to the work requirements.

## **Off-site Activities**

Arrangements regarding off-site activities are managed in accordance with the outdoor education service's procedures and guidance. There is also The Hamble School Offsite Activity Policy which provides comprehensive advice and guidance.

## **Physical Intervention**

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

## **Provision of Information**

The responsible manager will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are provided through staff meetings, meeting minutes, email distribution and signature based receipt of information.

The Health and Safety Law poster is displayed in the School staffroom, Community Office, Skills Centre staffroom and HEYC building.

## **Risk Assessment**

General risk assessment management will be co-ordinated by The Senior Site Manager in accordance with guidance contained in the Children's Services Risk assessment guidance May 2017 Version 1.

Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists. The trained risk assessor on site 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. The trained risk assessor is The Senior Site Manager.

All risk assessments and associated control measures are to be approved by the responsible manager or their delegated member of staff prior to implementation. Completed risk assessments are listed in the Risk Register 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.

### **Security**

Arrangements regarding security are based on the premises security risk assessment and are set out in the on-site security policy & procedures which include emergency unlock routines.

### **Smoking**

Smoking and e-cigarettes are not permitted to be used anywhere on the premises. This includes within the perimeter boundaries.

### **Stress & Wellbeing**

The Hamble School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors. Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Children's Services' and Health & Safety Executive's Management Standards, guidance and requirements.

### **Swimming Pool Management**

The swimming pool is managed by the Sports Complex Manager. Arrangements regarding swimming pool management are set out in the swimming pool policy and procedures, and in accordance with the Children's Services swimming pool guidance.

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

### **Training**

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the New Staff Health & Safety Induction Checklist (HF7142287). The Responsible Manager is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. A training need 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 retained by the School Training Co-ordinator 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.

### **Violent Incidents**

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

All work related violent incidents are to be reported online using the online reporting system for reporting accidents, incidents and near miss, following procedures in the Health and Safety Corporate procedure. Violent incident reporting is completely confidential.

### **Visitors**

All visitors must initially report to the main reception where they will be provided with a leaflet containing the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident and prior to the commencement of any work. Visitors to the premises will be required to sign the visitor's book upon reading the Health and Safety leaflet issued by reception and required to wear a visitors identification badge for the duration of their time on site.

### **Work at Height**

Work at height is always to be undertaken in accordance with the Children's Services Health and Safety Corporate Procedure for Working at height. At The Hamble 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 course is the Senior Site Manager and he is authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to staff in accordance with Children's services Corporate Health and Safety procedure.
- Provide stepladder and steps training to staff using the Children's Services *Stepladder & Steps Safety* user training presentation
- Carry out quarterly inspections of all on-site ladders, stepladders and podium steps and record findings using form CSAF-016 Ladder and Stepladder inspection form.
- 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.

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 course and refreshed 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

## **APPENDICES**

- A. Reference of Responsible Roles, Names and Titles
- B. Schedule of Training Needs and Frequency
- C. Administration of Medicines policy
- D. Child Protection Policy
- E. Emergency Evacuation Plan
- F. Fire Safety Manual
- G. First Aid Policy
- H. Physical Intervention Policy
- I. On-Site Security Policy & Procedures
- J. Swimming Pool Policy & Local Operating Procedures
- K. On-Site Traffic Policy & Procedures
- L. Lone Working Policy & Procedures
- M. Lockdown Policy & Procedure

**APPENDIX A**  
**Reference of Responsible Roles, Names and Titles**

**Responsible Manager / Headteacher**

Lisa Croke

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

Mark Burton-Doe

**Senior Site Manager**

Craig Twyman

**Site Team**

Craig Twyman

Barry Osborne

George Clarke

Jon Hartley

**School Training co-ordinator**

Teresa Westcott-Hayes

**Student Support & Wellbeing Officer**

Chris Pengelly Medical Welfare

**Safety Committee**

Lisa Croke, Headteacher

Craig Twyman, Senior Site Manager

Mark Burton-Doe Senior Bursar

**Health and Safety Governor**

Gary Camfield

**Fire Safety Co-ordinator**

Craig Twyman, Senior Site Manager

**Facilities Management Trained Member of Staff**

Craig Twyman, Senior Site Manager

**Health & Safety Representative**

Chris Prankerd, Deputy Head

**Legionella Competent Person**

Craig Twyman, Senior Site Manager

**Asbestos Competent Person**

Craig Twyman, Senior Site Manager

**Accident Investigator**

Craig Twyman, Senior Site Manager

**Approved COSHH Assessor**

Craig Twyman, Senior Site Manager

**Minibus Operation and Maintenance**

Carole Hallett, Finance & Office Manager

Craig Twyman, Senior Site Manager

**Risk Assessor**

Craig Twyman, Senior Site Manager

**Work at Height Competent Person**

Craig Twyman, Senior Site Manager

**APPENDIX B**  
**Schedule of Training Needs and Frequency**

<b>H&amp;S Course</b>	<b>Who needs the training</b>	<b>Requirement</b>	<b>Frequency of training</b>	<b>Information</b>
<b>E-Learning (available from the Learning Zone)</b>				
<a href="#"><u>Asbestos Awareness</u></a>	<b>Asbestos Responsible Manager and Nominated Responsible Person</b> (as named in H&S Policy)	<b>Essential</b>	<b>Annual</b>	Training for the nominated responsible persons on site involved in asbestos management.
	<b>All Staff with Facilities Management responsibilities</b> (Other HCC staff who may disturb the fabric of a building OR may come into contact with fly-tipped waste in the course of their activities.)	<b>Essential</b>	<b>Annual</b>	Refresher training for all staff with facilities management responsibility and who have completed the Facilities Management Course (NB This does not replace the FM Course)
<a href="#"><u>Display Screen Equipment</u></a>	<b>All DSE Users</b>	<b>Essential</b>	<b>Annual</b>	Covers at health and safety practices and the correct procedures for using the equipment, and how you should follow these to prevent injury
<a href="#"><u>CIEH Level 2 award in Food Safety</u></a>	<b>Children's Services Department / Schools staff that prepare food.</b>	<b>Essential</b>	<b>Every 3 years</b>	Compliance course for staff involved in catering/food preparation for public consumption and for staff in a supervisory capacity in school curriculum areas.
<a href="#"><u>Fire Safety &amp; Non-Fire Emergencies</u></a>	<b>All Staff</b>	<b>Essential</b>	<b>Annual</b>	Provides employees with the relevant information, instruction & training to ensure that they are competent in basic fire safety and understand the correct action to take in the event of a non-fire emergency situation

<b>H&amp;S Course</b>	<b>Who needs the training</b>	<b>Requirement</b>	<b>Frequency of training</b>	<b>Information</b>
<a href="#"><u>Fire Safety for The Responsible Manager</u></a>	<b>Responsible Manager / Headteacher</b>	<b>Essential</b>	<b>Annual</b>	To provide the identified relevant training to ensure that they have the knowledge to fulfil their duties as described in the Regulatory Reform (Fire Safety) Order 2005.
<a href="#"><u>Food Safety Induction</u></a>	<b>All staff involved in food handling activities</b>	<b>Essential</b>	<b>Annual</b>	To train staff in the identifying the causes of food poisoning, preventing food contamination, and operating a clean as you go policy.
<a href="#"><u>Keeping Yourself Safe - Conflict and Challenging Behaviour Awareness</u></a>	<b>For all front-line HCC Children's Services staff</b> (Option for HCC Foster Carers, schools and voluntary organisations – has to be paid for).	<b>Essential</b>	<b>At Induction</b>	The training helps persons recognise risky situations, how they can escalate and what you can do to manage the risk.  N.B. This is the start point of the staying safe pathway and is a pre-requisite for the Keeping Safe at Work Course.
<a href="#"><u>Legionella</u></a>	<b>Legionella Competent Person</b> (as named in H&S Policy)	<b>Essential</b>	<b>Annual</b>	Course to help the competent person understand the hazards and how to manage them in accordance with HCC procedures.
<a href="#"><u>Managing stress</u></a>	<b>All staff</b>	<b>Recommended</b>	<b>As required</b>	Introduction to the subject of stress, and the way it impacts on both home and work life.
<a href="#"><u>Moving &amp; Handling</u></a>	<b>All staff</b>	<b>Essential</b>	<b>Annual</b>	Provides the minimum level of information on the risks from low risk moving and handling, guidance on good practice and basic back care.
<a href="#"><u>Permit to work (Hot works permit)</u></a>	<b>Facilities Manager and/or Fire Safety Co-ordinator</b>	<b>Essential</b>	<b>Annual</b>	Training for the nominated person/s on site whose role it is to ensure hot works are managed safely in accordance with HCC's procedures



H&S Course	Who needs the training	Requirement	Frequency of training	Information
<b>Attendance Courses</b>				
Unless otherwise mentioned these training courses are available on the HTLC / Learning Zone web site.				
<a href="#">Accident Investigator</a>	<b>Accident Investigator</b> (as named in H&S policy)	<b>Recommended</b>	<b>Every 3 years</b>	Explains the reasons for investigation and the key steps of accident investigation, HCC's policy, the legal requirements, CS reporting procedures and accident reports. Refresher – <a href="#">Children's Services Risk Management Refresher</a>
<a href="#">Asbestos awareness</a>	<b>Asbestos Nominated Responsible Person</b> (as named in H&S Policy) and other staff who have facilities management responsibilities (Other HCC staff who may disturb the fabric of a building OR may come into contact with fly-tipped waste in the course of their activities.)	<b>Essential</b>	<b>Every 3 Years</b>	This training course is designed to meet the asbestos awareness training requirements of Regulation 10 of the Control of Asbestos Regulations, as set out in ACoP L143 - Managing and Working with Asbestos and includes; <ul style="list-style-type: none"> <li><input type="checkbox"/> the properties of asbestos and its effects on health, including the increased risk of lung cancer for asbestos workers who smoke;</li> <li><input type="checkbox"/> the types, uses and likely occurrence of asbestos and ACMs in buildings and plant</li> <li><input type="checkbox"/> the general procedures to be followed to deal with an emergency, eg an uncontrolled release of asbestos dust into the workplace;</li> <li><input type="checkbox"/> how to avoid the risks from asbestos, eg for building work, no employee should carry out work which disturbs the fabric of a building unless the employer has confirmed that ACMs are not present;</li> </ul> HCC's asbestos policies and procedures, including the need to make staff working at a site and contractors appointed to work at a site aware of asbestos location.

H&S Course	Who needs the training	Requirement	Frequency of training	Information
<a href="#">Children's Services Risk Management Refresher</a>	<i>Refresher</i> training for <b>Accident Investigator, COSHH Assessor and Risk Assessor</b>	<b>Essential</b>	<b>Every 3 years</b>	This is a ½ day refresher course and attendees <u>must have</u> completed the particular course/s within 3 years as a pre-requisite to sufficiently refresh in that competency area.
<a href="#">COSHH assessor</a>	<b>COSHH Assessor</b> (as named in H&S Policy)	<b>Essential</b>	<b>Every 3 years</b>	CS requires premises to have access to at least one trained COSHH assessor, to meet & understand the legal requirements, principles of COSHH and the risk assessment process. Refresher – <a href="#">Children's Services Risk Management Refresher</a>
<b>CSHST Health &amp; Safety Briefing</b>	<b>Those with H&amp;S management responsibilities</b>	<b>Recommended</b>	<b>As and when required</b>	Review of what H&S systems and arrangements Children's Services premises are expected to have in place. – Please contact CSHST for information
<b>Departmental Induction Training</b>	<b>All staff</b> (excluding school teaching staff)	<b>Essential</b>	<b>At Induction</b>	Staff from all 3 branches of Children's Services (Children & Families; Performance & Resources; Education & Inclusion) should attend this course at the first available date upon taking up their CSD post. All new starters need to have completed the CS Induction within 3 months of being in post. This course is also open to the voluntary sector.
<a href="#">DSE Assessor</a>	<b>DSE Assessor</b> (as named in H&S Policy)	<b>Essential</b>	<b>Every 3 years</b>	Training for those required to carry out DSE assessments as part of their role.
<a href="#">Facilities Management (IOSH Safety Awareness for Facilities Managers')</a>	<b>Those Appointed to Manage Premises-related H&amp;S Issues</b>	<b>Essential</b>	<b>Every 6 years</b>	Training for those required to manage a CS premise; provides the necessary skills and knowledge to be able to perform the role delegated to you by HCC 4 prior e-learning modules + 2 day attendance training course including an examination (External qualification)
<b>Fire Safety</b>				
<input type="checkbox"/>	<a href="#">Fire Extinguisher Use</a>	<b>Site staff and science technicians</b>	<b>Essential</b>	<b>Every 3 years</b>
				Training for those who due to their occupation are at an higher risk of coming into contact with a naked flame

H&S Course		Who needs the training	Requirement	Frequency of training	Information
<input type="checkbox"/>	<a href="#">Fire Marshal</a>	Fire Marshals	Essential	Every 3 years	Training for all persons nominated to assist in the evacuation of buildings during fire alarm activations or other emergency; includes training on other fire related duties commensurate with the role. Course includes fire extinguisher practical use.
<input type="checkbox"/>	General Fire Safety Training	All staff	Essential	Annual	In – house training to include areas set out in the Fire Manual’s fire safety training programme (should include fire safety e-learning/DVD’s evacuation plan, part 8 of the Fire Safety Management plan and any significant outcomes from the risk assessment), conducted by the Fire Safety Co-ordinator.
Fire Safety Co-ordinators need to take the following course. The IOSH Fire Risk Assessment Principals and Practice is the initial course, when this is due for renewal after 3 years the Fire Risk Assessment Refresher will keep them up to date.					
<input type="checkbox"/>	<a href="#">IOSH Fire Risk Assessment Principles &amp; Practice</a> (previously Fire Safety Co-ordinators course) Initial course	Fire Safety Co-ordinator	Essential	Every 3 years	Training for those appointed as fire safety co-ordinators required to carry out a suitable & sufficient fire risk assessment, evacuation plan and management plan in your workplace as required by the law. Blended learning course (e-learning and 2 day taught session, including assessment, results in external qualification). See below for refresher after 3 years
<input type="checkbox"/>	<a href="#">Fire Risk Assessment Refresher</a>				This is a half-day refresher course and attendees must have completed the 1.5 day IOSH Fire Risk Assessment Principles & Practices within 3 years as a pre-requisite to sufficiently refresh in this area.
<b>First Aid Training - Non HCC Courses</b>					
<input type="checkbox"/>	Emergency first aid at work	As identified in the First Aid Needs Assessment	Essential	Every 3 years	Provides staff with the practical skills/competency needed to administer emergency first aid to <u>adults</u> in the workplace.

<b>H&amp;S Course</b>		<b>Who needs the training</b>	<b>Requirement</b>	<b>Frequency of training</b>	<b>Information</b>
<input type="checkbox"/>	<b>First aid at work</b> (including refresher)	<b>As identified in the First Aid Needs Assessment</b>	<b>Essential.</b>	<b>Every 3 years</b>	Will provide staff with the competency and practical skills needed to administer first aid to <u>adults</u> in the workplace.
<input type="checkbox"/>	<b>First Aid in Schools</b>	<b>As identified in the First Aid Needs Assessment</b>	<b>Essential</b>	<b>Every 3 years</b>	Provides staff with the practical skills/competence to administer emergency first aid to <u>children</u> in an educational/care setting. This training may also include practical skills/competency needed to administer first aid to adults in the workplace – HTs/managers need to check the syllabus content with the trainer provider to ascertain this.
<input type="checkbox"/>	<b>Paediatric First Aid Training</b>	<b>As identified in the First Aid Needs Assessment</b>	<b>Essential</b>	<b>Every 3 years</b>	This is an Early Years Foundation statutory requirement. Training for staff working with children aged 5 and under that provides the practical skills needed to administer emergency first aid to young children in educational and other care settings.
<a href="#"><u>Personal Safety at Work (formerly Keeping Safe At Work)</u></a>		<b>For all front-line HCC Children's Services staff</b> (this is a optional course for HCC Foster Carers, schools and voluntary organisations).	<b>Essential</b>	<b>As assessed</b>	Training for staff working in Children & Families who have face to face contact with children or their families, and is also part of the Children's Services Department Induction programme. This is part of the 'Staying Safe' pathway training.
<b>Local Induction training</b>		<b>All Staff</b>	<b>Essential</b>	<b>At Induction</b>	Locally provided by the Manager/Headteacher for all new members of staff and volunteers to familiarise themselves with the premise, key staff, local H&S arrangements and emergency procedures.
<a href="#"><u>Managing Contractors in Schools</u></a>		<b>Staff who are required to plan, instruct or manage contractors/construction work in Schools.</b>	<b>Recommended</b>	<b>Every 3 years</b>	Provides specific knowledge required to ensure that all work is planned and carried out safely in accordance with HCC procedures.
<b>Moving and Handling – Please contact Tracey Savage to organise training</b>					

<b>H&amp;S Course</b>		<b>Who needs the training</b>	<b>Requirement</b>	<b>Frequency of training</b>	<b>Information</b>
<input type="checkbox"/>	<b>Moving &amp; Handling of Children Induction Course (Corporate)</b>	<b>Staff who are required to move and handle children as part of their core duties.</b>	<b>Essential – Respite Units</b>	<b>At induction</b>	2 day induction training course on moving and handling of children
<input type="checkbox"/>	<b>Moving &amp; Handling of Children Refresher Course (Corporate)</b>	<b>Staff who are required to move and handle children as part of their core duties.</b>	<b>Essential – Respite Units</b>	<b>Annual</b>	½ day refresher course for staff who have received the Moving & Handling of Children Induction Course (Children’s Services non-schools)
<input type="checkbox"/>	<b>Moving &amp; Handling of Children Risk Assessor Course (Schools)</b>	<b>Nominated school Moving and Handling of Children Assessor</b>	<b>Essential - Schools</b>	<b>Every 3 years</b>	1 day attendance training course on risk assessing the moving and handling of children in schools. If the school has a Moving and Handling trainer this is day one of the course.
<input type="checkbox"/>	<b>Moving &amp; Handling of Children Train the Trainer Course TtT (Schools)</b>	<b>Nominated school Moving and Handling Trainer/s</b>	<b>Essential - Schools</b>	<b>Once (as long as annual refreshers are attended)</b>	Training for the nominated in-house M&H trainer. Any Special Schools who have children who require M&H are to have at least two members of staff with this qualification. Please note that Day 1 is the Moving & Handling of Children Risk Assessor course.
<input type="checkbox"/>	<b>Moving &amp; Handling of Children Train the Trainer Course TtT (Schools) Refresher</b>	<b>Nominated school Moving and Handling Trainer/s</b>	<b>Essential - Schools</b>	<b>Annual</b>	Refresher training for the nominated in-house M&H of people trainer.
<input type="checkbox"/>	<b>Moving &amp; Handling of Objects</b>	<b>Staff who are required to lift, move or handle objects as part of their core duties.</b>	<b>Essential</b>	<b>Every 3 years</b>	Where the Responsible Manager’s Manual Handling of Objects risk assessment identifies a medium to high risk M&H activity then staff should undertake the ½ M&H of objects course. Corporate course and for those without Caretaking Support SLA.
<input type="checkbox"/>	<b>Moving &amp; Handling of Objects Risk Assessment Course.</b>	<b>Nominated Moving and Handling of Objects Assessor</b>	<b>Essential</b>	<b>Every 3 years</b>	1 day course provided on risk assessing the moving and handling of children in schools.

<b>H&amp;S Course</b>	<b>Who needs the training</b>	<b>Requirement</b>	<b>Frequency of training</b>	<b>Information</b>
<input type="checkbox"/> <b>Moving &amp; Handling of Objects Train the Trainer Course (Schools)</b>	<b>Moving &amp; Handling of Objects instructor</b>	<b>Recommended /optional - Schools</b>	<b>Every 3 years</b>	Training for persons who have been nominated to be responsible for the training of in-house staff that are involved with the moving and handling of objects
<input type="checkbox"/> <b>Moving &amp; Handling of Objects Train the Trainer Course (Schools) refresher</b>	<b>Moving &amp; Handling of Objects instructor</b>	<b>Recommended /optional - Schools</b>	<b>Every 3 years</b>	Refresher training for the nominated in-house M&H of objects trainer.
<b>National Pool Plant Operators Course Level 3</b>	<b>Pool Plant Operator</b>	<b>Essential</b>	<b>Every 3 years</b>	Training for those involved in the day to day swimming pool plant operation and management. 3 day attendance course (or 2 day if refreshing) <b>Non HCC Course</b>
<a href="#"><u>PAT Tester training</u></a>	<b>PATs Testers</b>	<b>Essential</b>	<b>Every 3 years</b>	Schools considering sending staff on a PAT course are advised to carry out a cost analysis comparing external contractor costs to in-house.
<a href="#"><u>Portable Workshop Power Tools – Safe use of</u></a>	<b>Staff that use portable hand held work equipment</b>	<b>Essential</b>	<b>Every 3 years</b>	Training for school site staff and other staff that use a range of portable wood cutting, planers and sanding portable power tools. Participants will also learn the basic statutory safety regulations which apply to portable power tools and how to use them safely.
<a href="#"><u>Risk Assessor</u></a>	<b>Risk Assessor</b> (as recorded in H&S Policy)	<b>Essential</b>	<b>Every 3 years</b>	Training for those required to carry out and/or oversee risk assessments undertaken in schools. CS requires premises to have at least one trained risk assessor, to meet & understand the legal requirements, principles of risk and the assessment process. Refresher – <a href="#"><u>Children’s Services Risk Management Refresher</u></a>
<a href="#"><u>Safe use of Woodwork Machinery</u></a>	<b>Design and Technology teachers, technicians, support staff or site staff</b>	<b>Essential</b>	<b>Every 3 years</b>	Participants will cover the training syllabus for D&TA Courses S1HS and S8HS, including knowledge of relevant legislation and regulations, safe use of machines, machine settings, personal protection, switch controls, dust extraction and safe working space

H&S Course	Who needs the training	Requirement	Frequency of training	Information
<a href="#">School &amp; Community Minibus Licences (including MIDAS) training</a>	HCC Minibus Drivers	Essential	Every 4 Years	Practical instruction and driving test for school staff requiring entitlement to drive a minibus
<a href="#">Understanding Health &amp; Safety in Schools For Governors</a>	H&S Governors and Chairs of Governors	Recommended	As and when required	Training to provide governors with information and instruction on what their roles are in relation to the management and oversight of H&S in schools.
<b>Working at Height</b>				
<input type="checkbox"/> <a href="#">Ladder &amp; Stepladder Safety</a>	Caretaking/Site management staff	Essential	Every 3 years	Training for staff who are required to use ladders and stepladders whilst at work and for persons who are required to deliver on site training to other staff who only carry out occasional lower risk work at height using stepladders and step stools.
<input type="checkbox"/> <a href="#">Scaffold Tower Assembly training</a>	Staff who are required to erect and/or dismantle mobile or static scaffold towers	Essential	Every 5 years	The course covers standard mobile prefabricated towers to a height of 12 metres when used internally and 8 metres when used externally.
<input type="checkbox"/> Stepladder & Steps disseminated information	Staff who may be required to undertake lower risk work at height using stepladders only.	Essential	Annually	The presentation is available from the CSHST web site but must be delivered by a member of staff who has previously attended a ladder & stepladder training course and who is considered to be competent to deliver such local training by the responsible manager/ Headteacher
<input type="checkbox"/> <a href="#">Step stool instruction</a>	Staff who may be required to undertake lower risk work at height using step stools	Essential	Annually	An instructional training brief that all users should be carried out by a local, competent person. The content, delivery and format of this instructional training brief should be determined locally and be carried out in accordance with the guidance document called <b>Step Stools – Instructional Training Brief Guidance</b>
<a href="#">Working with challenging individuals and families course</a>	HCC front line practitioners	Essential	At induction (as required)	1 day course providing training for front-line Children's Services practitioners who operate in difficult situations that require skillful handling.

Title of Policy	Health & Safety
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Policy prepared by/Reviewed by	MBE
Committee responsible	FP&SD
Statutory/Discretionary/School	Statutory
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