



ST ALBAN'S CE (AIDED) PRIMARY SCHOOL

Love, Courage and Fellowship

'Inspired to make a difference in God's world with excellence and love'

HEALTH AND SAFETY POLICY

DOCUMENT INFORMATION			
Reviewed by:	Resources Committee		
	Responsible Manager (Headteacher)		
Last Review:	Summer 2024	Next Review:	Summer 2025
Review Cycle:	Annual		

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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 employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, Hampshire County Council departments and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are to:

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

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

ORGANISATION

Employer Responsibility

The overall responsibility for health and safety at St Alban's CE Aided Primary School is held by the **Governing Body** who will:

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

Responsible Manager

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

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

All Staff (including volunteers)

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

- Supporting the school health and safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting safety concerns to their staff representative or other appropriate person
- Reporting any incident that has led, or could have led to damage or injury (**accident and near miss reports - office**)
- 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

Site Manager

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

On-Site Health & Safety Co-ordinator

The on-site health & safety co-ordinator to the school will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the Headteacher. The on-site health and safety co-ordinator is Mr Martyn Symmonds. The co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the headteacher and/or the Children's Services Health & Safety Team or other appropriately qualified professionals 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 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.

Resources Governor Committee

The purpose of the Resources committee is to assist in the assessment of safety related matters and provide appropriate support to the headteacher. The safety committee is to periodically (half-termly) 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 through regular updates at meetings and through relevant training that they attend. **The Governor Resources Committee meets every half term.**

Fire Safety Co-ordinator

Martin Symmonds (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 Headteacher. They should attend the fire safety co-ordinator training course (IOSH fire risk assessment principles and practices) 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 headteacher and/or the Children's Services Health & Safety Team and the Property Services Fire Team as required.

Facilities Management Trained Staff

The facility management trained member of staff is Martin Symmonds, site manager. Children's Services Department require that every site have access to a facility management trained member of staff who is the competent person for the overall management of general premises facilities and acts on behalf of the responsible manager. They should attend the facilities management training course and refresh this training every six years. They are responsible for the local management and completion of day-to-day premises matters and duties. They should 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.

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. The health and safety representative is Mr Martin Symmonds. 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 Competent Person

Mr Martin Symmonds is the nominated competent person for Legionella on the premises and acts on behalf of the headteacher to provide the necessary competence to enable Legionella to be managed safely. They will 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. They will work within their level of competence and seek appropriate guidance and direction from the headteacher and/or Property Services as required.

Asbestos Competent Person

Martin Symmonds is the nominated responsible person for asbestos on the premises and acts on behalf of the headteacher to provide the necessary competence to enable asbestos to be managed safely in accordance with the Corporate Procedure.

The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. They will 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. They will advise the headteacher 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 and/or the Children's Services Health & Safety Team as required.

Accident Investigator

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

The accident investigator will:

- monitor the accident and near miss reports each half term and will bring any issues to the attention of the headteacher and advise of any Health and Safety related issues that need to be addressed as the result of any accidents or near misses;
- encourage and remind staff to record incidents and near misses as appropriate.

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 St Alban's CE Aided Primary School and are to be used alongside other current 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 is carried out in accordance with departmental and corporate policy requirements.

Minor accidents to pupils are to be recorded in the minor accident book located in the school office. Accidents involving children locally considered to be of a more serious nature than the minor incidents are to be recorded using the Accident Reporting proforma held in the school office.

Any accident, incident or injury involving staff, visitors or contractors, and the more serious accidents/incidents to children, are reported and recorded using the Accident Report proforma held in school office.

The more serious accidents that are notifiable to the Health & Safety Executive (HSE) are to be reported using the F2508 Report Form and a copy is to be forwarded to the Children's Services Health & Safety Team who will send this to the HSE.

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

The headteacher will ensure that the governing body is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the accident investigator (Martin Symmonds) for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

Premises hirers and community/extended service/third party users (e.g. Football clubs) must report all incidents related to unsafe premises or equipment to the premises staff, who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

Administration of Medicines

Arrangements regarding medicines are set out in the Administration of Medicines Policy.

Asbestos Management

Asbestos management on site is controlled by the Nominated Responsible Person (Martin Symmonds). The asbestos register as issued by the Asbestos Team is located in the school office and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site.

The Responsible Manager (Headteacher) and the Nominated Responsible Person (Martin Symmonds) must complete the asbestos checklist relevant to their role (one for each role) when they are appointed. Copies of these must be retained with the asbestos register.

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

Any changes to the premises' structure that may affect the asbestos register information will be notified to 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 and/or obtaining approval from the nominated responsible person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the headteacher and/or the asbestos nominated responsible person 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 should be immediately stopped from working and immediately reported to the headteacher and/or asbestos competent person.

Child Protection

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

Community Users/Lettings/Extended Services

The headteacher will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment
- Hirers/users managing regular activities before or after school have their own procedures in place in the event of accident, injury or sickness and are aware of, and abide by, the expectations of the school (school protocols regarding this given to all hirers/users).

Contractors on Site

It is recommended HCC minor works framework is to be used for contractual work on the premises. Where the minor works framework is not used appropriate safe selection of contractor's procedures are to be used to ascertain competence prior to engaging their services. The schools management surveyor should be contacted for further guidance.

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

The site manager (or other appropriate member of staff in his absence) is 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 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. Senior leaders and the appropriate subject teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

Display Screen Equipment

All relevant users must receive display screen equipment training every three years. All users must carry out periodic workstation assessments using CSAF-001 Workstation Assessment Form (at induction and when workstations are substantially modified, in line with HSE regulations). Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

Electrical Equipment

The headteacher will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported & immediately taken out of use until repaired
- All portable electrical equipment will be inspected/tested on a rolling program every three years, in line with regulations
- Equipment testing/inspection can only be carried out by a competent person. Martin Symmonds, site manager, is trained to carry out this testing.
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested
- New equipment must be advised to the Site 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 Martin Symmonds (Site manager) and attended to as soon as possible. Any equipment considered to be dangerous must be cordoned off/moved to a location/made safe to ensure that pupils/staff are safe while repairs are arranged.

Emergency Procedures

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school emergency evacuation plan. This will be in place as well as the fire evacuation plan.

All staff will receive a brief and/or a copy of the emergency evacuation plan at induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced. Personal Emergency Evacuation Plans are to be completed by the SENCO, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.

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Fire Safety

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

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

- All staff complete fire safety induction training annually
- 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 (Emergency First Aider at Work, 'EFAW' trained staff) on site are listed in the first aid policy and also signposted around the school. A needs assessment of the first aid requirements is completed every 3 years. This details the number of first aid staff required.

Additional school training is also provided for staff across all groups to deal with minor cases involving children (E.g. lunch, support, teaching staff groups). This assists the school in meeting its own duty of care towards pupils. (This training is provided every 3 years by MEDICOT or Safety 1st).

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 (*eg. boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus*) will be inspected by appropriate competent contractors as provided by the term contractor under PBRS arrangements, or as locally arranged. Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

Glazing

Glass and glazing on site have been surveyed by Property Services and risk assessed by the school to ensure that there is suitable safety glass in the area which the glazing is located, this includes taking into account the activities undertaken and types of children at the school. This survey and assessment are kept electronically (stored in the Site Manager's room along with a paper copy) and is reviewed when there are changes to the premises.

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 (with deliveries of supplies put away as soon as possible so these are not causing an obstruction)
- 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 headteacher. The premises COSHH assessor acting on behalf of the headteacher is Martin Symmonds (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 secure storage areas when not in use which are in the outdoor cupboard (accessed via the external door in the KS2 playground) and the large storage container near the pond area). These are to remain locked at all times.

Hot drinks

No hot drinks (including soup) under any circumstances may be taken out of the staffroom unless in a lidded cup. The school will provide a supply of silicone lids to be used on all cups and mugs.

Inspections and Monitoring

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the premises defect book and reported to Martin Symmonds, Site manager.

Routine documented inspections of the premises will be carried out every term. Inspection findings are to be recorded on the locally adapted CSAF-005/CSAF-010 Premises Safety Inspection Checklist.

Defects identified during these routine documented inspections are to be immediately reported to the Site Manager through recording in the defect book. Any identified high level risks or safety management concerns must be reported directly to the Site Manager (or Headteacher in his absence) as well as recording in the defect book. These are to be actioned promptly, with appropriate safeguards put in place until work is completed.

Periodic detailed inspections of the premises' safety management system will be carried out every year by members of the Governor Resources committee and Martin Symmonds, Site manager. These documented inspections will examine all areas of the safety management system.

The Site Manager will complete the termly HCC H&S web monitoring form. This monitoring, although not compulsory for this school as a Voluntary Aided school, will focus on different areas each term and will contribute to our monitoring programmes.

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 the catering company 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 the kitchen area in the resource room are shared with staff and pupils in accordance with the Risk Assessment completed in relation to this area. Pupils are not allowed unsupervised access to the staffroom (which contains a food preparation area).

Legionella Management

Legionella management on site is controlled by the Legionella competent person (Martin Symmonds, Site manager) who will manage and undertake all procedures regarding Legionella in accordance with Hampshire County Council corporate procedure. Records of all related training will be retained for auditing purposes.

Lone Working

Lone working increases the risks to the individual and as such needs to be kept to a minimum (both in terms of the frequency of lone working and the time spent undertaking the activity). To further reduce the risks lone workers should not undertake hazardous tasks whilst working alone, for example:

- Working at height
- Using hazardous equipment/tools (i.e. hedge trimmers)
- Manual handling of heavy or bulky items
- Transport of injured persons
- Use of dangerous chemicals or equipment

In addition, staff must not conduct home visits or transport pupils alone

When lone working is undertaken it must only take place with the Headteacher's approval and in accordance with the Corporate Lone Working Procedure where staff have been appropriately categorised and control measures have been identified and put into place. Lone workers will receive appropriate information about safe working practices, receive training as required and have access to equipment which is safe, well maintained and appropriate for use by a person on their own. Lone workers are aware of their own responsibilities with regards to their own Health and Safety, including the need to cooperate with management on Health and Safety matters.

The lone working arrangements for staff who may undertake lone working on this site are as follows:

- No person should work alone if they have a health condition that would make the risks of lone working unacceptable.
- Staff must not arrange meetings with parents or members of the public when lone working.
- Late meetings must finish promptly and not leave one member of staff alone on site.
- All staff are required to give notice to the Headteacher before lone working during term times. During school holidays all staff are required to give notice to the Site Manager that they are/will be on site working.
- Where possible, staff attending alarm activations should not do so alone. An outside check of the premises must be carried out to ascertain if entry has been gained by an intruder. If there is sign of an entry, police support must be gained before entering the school.

Staff need to:

- Ensure someone knows where they are and what time to be expected home
- Ensure their mobile phone is charged and on their person at all times or be near a school telephone
- When working in school do not let anyone unknown to them onto the school site. If contractors visit, ask to see their ID before letting them onto the site.
- If at all possible, arrange to work in school when another colleague is present.
- Always report any incidents/concerns to the headteacher at the earliest possible opportunity.
- Comply with fire evacuation procedures.

Moving and Handling

All staff will be trained annually in safe moving and handling techniques. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

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

Off-site Activities

Arrangements regarding off-site activities are managed in accordance with the Outdoor Education Service's procedures and guidance.

Physical Intervention

Arrangements regarding physical intervention are set out in the Hampshire County Council Restrictive Physical Intervention Policy adopted by the school.

Provision of Information

The headteacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are at the annual whole staff inset day meeting, through weekly staff meetings, the noticeboard in the staffroom and additional memos as required. In addition, some information will require staff to sign to evidence they have read the information and understood the contents.

Local health and safety advice is available from the headteacher, Martin Symmonds and the Children's Services Health & Safety Team can provide both general and specialist advice. The *Health and Safety Law* poster is displayed in the staffroom on the noticeboard.

Risk Assessment

General risk assessment management will be co-ordinated by Martin Symmonds (trained risk assessor who will carry out risk assessments) in accordance with guidance contained in the Children's Services Risk Assessment Guidance Document. The headteacher will oversee this management. Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

The headteacher (a trained Risk Assessor) 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 when carrying out risk assessments.

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

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 (including the use of electronic cigarettes, vaporisers and similar products) is not permitted on the premises or site.

Stress & Wellbeing

St Alban's CE Aided Primary 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 Health & Safety Executive's Management Standards.

On-site arrangements to monitor, consult and reduce stress situations are to seek feedback through an annual staff survey, through staff meetings, through Performance Management meetings and by operating an open culture for staff to be able to raise concerns when necessary. The headteacher also considers how priorities identified in the School Improvement Plan may impact on staff workload and well-being.

Traffic Management and Transport

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

If any member of staff is required to drive as part of their duties (e.g. transporting pupils, driving to meetings/training or collecting items for school during their working day) the following must be followed:

- Staff must have a valid driving licence (including appropriate business class insurance) and inform the Headteacher of any changes to their licence;
- Staff must ensure they have a valid MOT certificate;
- Suitable seatbelts and booster/car seats must be used when transporting children and permissions given by parents/carers (unless in an emergency situation, such as a child being removed from an off-site location for behaviour reasons where parents/carers cannot be contacted);
- Staff must only transport children if they are medically fit to drive and must not drive under the influence of alcohol or drugs. Drivers should ensure that prescription drugs do not affect their ability to drive safely;
- Staff must declare any driving offences/points on their licence if they intend to transport children (the headteacher will carry out a risk assessment prior to authorising the transport of children);
- Anyone driving a minibus must have successfully completed the Minibus Driver Awareness Scheme (MIDAS) training course and drive in accordance with the training.

In order to minimise risks to health and safety the following procedures apply:

- Access to the car park is primarily for school staff only (not parents/carers)
- Access by pedestrians – single gate at the front of the building opposite the school office (during the school day). In addition, at pick up/drop off times access via the gate on St Alban's Road to the KS1 playground and to the KS2 playground through the gate to the playground
- Vehicles can gain access to the KS2 playground (via a gate that is normally locked) when this has been planned and agreed to in advance (e.g. parent parking for school concerts, contractors working on site)
- Vehicles can also gain access to the playing fields via a gate on St Alban's Road (again only when planned and agreed in advance and normally locked)
- Access to the bike shed via the KS2 Playground gate
- **Staff** must restrict speed on the school site to a maximum of 5mph and be vigilant of pedestrians, bicycles and other vehicles in the car park
- **School Transport Companies – coaches, minibuses and taxis must not** come onto the school site unless specifically directed to do so.
- **Parent vehicles** are not to be driven onto the school site unless specifically directed to do so
- **Others e.g. Visitors/Contractors/Suppliers** given permission to drive/park on the school site must restrict speed on the school site to a maximum of 5mph and be vigilant of pedestrians and other vehicles
- **Bicycle users** must dismount at the school gates and push to designated bike shed

When the KS2 playground is used for car parking purposes:

- Children will not be allowed to use the KS2 playground when it has been designated as a car parking area for the duration of the event
- If cars are in the car park at home time, staff will ensure that all children leave via the KS2 door and remain on the pedestrian walkways at the side of the building
- When parents collect their children from the building they assume responsibility for them and their safety. This includes taking responsibility for their child if they choose to return to their car across the KS2 playground where cars are parked or moving.

Any injuries caused by traffic on site should be reported to the school for further investigation. The school will not be responsible for claims relating to damage or theft from vehicles on the site.

Training

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the new staff induction checklist.

The headteacher is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. A training needs' analysis will be carried out from which a

comprehensive health and safety training plan will be developed and maintained to ensure health and safety training is effectively managed for all staff who require it.

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

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

Training records are held by the headteacher who is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff (supported by the admin team).

Violent Incidents

Violent, aggressive, threatening, intimidating behaviour/actions towards staff, whether verbal, written, electronic or physical, will not be tolerated at *St Alban's Primary School*.

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

Violent incident reporting is completely confidential. Violent and aggressive incidents are to be reported using the form kept in the school office.

Visitors

All visitors must initially report to the main reception where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will be provided with an ID badge which will be worn by them during their time on the site.

Vulnerable Persons

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

Work at Height

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

The competent person for work at height on the premises who has attended the Caretaker Support Service Ladder & Stepladder Safety half-day course is the Site manager, Martin Symmonds and he is 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 & Steps Safety* user training presentation
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use

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

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

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be as per the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have received training from the ladder and stepladder competent person
- Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder & Stepladder Safety half-day course within every three years
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment

This policy must be read in conjunction with the following policy documents:

Emergency Evacuation Plan
Fire Safety Manual
First Aid Policy