



SP14: Health & Safety Policy

Making a difference for every child.

Owning Committee: FGB
Owning Governor: FGB
Date of *Approval*: September 2025
Date of next review: September 2026

AIM OF DOCUMENT: To set out in clear terms the Health & Safety policy of the school and the various responsibilities of the school's managers and staff.

IN EVENT OF CONCERN/QUESTIONS: Contact the owning governor, contact details available through the school administrator.

HOW DOES THIS DOCUMENT HELP THE CHILDREN? Children's safety is of vital importance in school and the policy and its monitoring help safeguard them and protect all individuals who come into contact with the school.

Monitoring Plan for policy:

The governors will monitor the effectiveness of this policy at every Resources committee meeting through examination of accident records, reports on recent site visits and review of training records. Governors will attend fire drills and carry out on site reviews of H&S procedures and an annual review.

Revision History:

Version	Update details	<i>Date of approval</i>
V6	Approved by FGB	2018
V7	Approved by FGB	2019
V8	Amend asbestos responsible manager following training	Nov 2019
V9	Approved by FGB	July 2020
V10	Approved by FGB	October 2021
V11	New Model Policy approved by FGB	September 2022
V12	Approved by FGB	September 2023
V13	Updated and approved by FGB	September 2024
V14	Updated and approved by FGB	September 2025

Sheet Primary School

HEALTH AND SAFETY POLICY

Date of last review:	<i>1 September 2025</i>
Name of Headteacher approving this policy:	Julie Robinson
Signature of Headteacher:	
Signature of Chair of Governors approving this policy:	
Date for next review of this policy:	<i>September 2026</i>

STATEMENT OF INTENT

It is our policy to conduct 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 is held by:

Hampshire County Council

The employer is responsible for making sure that risks are managed so far as is reasonably practicable.

The employer will:

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

Responsible Manager

The Responsible Manager for the premises is:

Julie Robinson

The Responsible Manager will act to:

- Ensure the school adopts the employer's policies and procedures
- Develop a safety culture throughout the school
- Consult employee and provide information, training, and instruction so that employees are able to perform their various tasks safely and effectively
- Consult and work with recognised Trade Union Safety Representatives/employee representatives and safety committees
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are conducted
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure employees 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 Employees (including Teachers, Support Staff, Site Staff, and Volunteers)

All employees 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's health and safety arrangements
- Ensuring their own work area always remains safe
- 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

Head of Department/Line Manager

The Headteacher is responsible for the day-to-day local management of health and safety within the school. She will ensure that staff are provided with adequate safety information, and she will manage all integral and specific risks relating to the department's functions. She will ensure the school complies with overall school policies and procedures, all activities are periodically risk assessed, periodic inspections are conducted, and necessary controls are implemented.

Resources / Safety Committee

We do not have a Resources/safety committee, however, safety related matters and appropriate support to the Headteacher is given by the FGB. The FGB periodically monitor and discuss on-site health and safety performance and recommend any actions necessary should performance appear or prove to be unsatisfactory. The FGB will be informed of all changes in practices and procedures, new guidance, accidents, incidents, and risk related matters.

Governors

The Health and Safety Governor responsible for the premises is:	<i>David McKinney</i>
<p>The H&S Governor will:</p> <ul style="list-style-type: none"> • Ensure that Hampshire County Councils Health and Safety policy is enacted. • Ensure that safety is effectively managed in schools and that there are processes in place to evaluate the effectiveness of Health and Safety arrangements. • Ensure that schools Health and Safety policy is formally reviewed and signed off at least every 3 years or when there are any changes and updated where appropriate (recommend that there is an annual review to make sure it up to date). • Ensure that reasonable steps are taken to safely manage premises, plant, equipment and substances provided for work use are safe and without risk to health. • Ensure that schools have suitable and sufficient risk assessments in place, findings are documented and communicated to staff and others, controls implemented and are regularly reviewed. • Ensure regulations and guidelines appertaining to school activities, off-site activities and educational visits are being followed. • Make decisions on Health and Safety where there is a significant implication in terms of cost. • Make decisions on Health and Safety standards to be included in contract specifications when they have responsibility for awarding their own contracts. • Comply with any directions given by Hampshire County Council concerning Health and Safety. • Promote wellbeing for staff and pupils in terms of their physical, mental and emotional wellbeing. <p>Contribute to the schools Health and Safety culture.</p>	

Specific Health and Safety Responsibilities

Accident Investigator	
The Accident investigator is:	<i>Julie Robinson</i>
The Accident Investigator will attend accident investigator training every 3 years.	
The on-site trained accident investigator will lead on all on site accident investigations in accordance with departmental and corporate procedures.	

Asbestos Nominated Responsible Person

The Nominated Responsible Person (NRP) for Asbestos is:

Gill Burford

The NRP will attend the Hampshire Scientific Services Asbestos awareness taught course on appointment. They will also complete the Asbestos e-learning course annually.

The NRP will act on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely in accordance with the Corporate Procedure.

The NRP will ensure that all employees have a reasonable awareness of asbestos management and dangers, that appropriate staff are competent in the use of the asbestos register, and that asbestos is managed in accordance with departmental and corporate requirements. They will advise the Headteacher 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.

COSHH Assessor

The COSHH Assessor is:

Julie Robinson

The COSHH Assessor will attend the COSHH assessor training course every 3 years. Last course 2024

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

DSE Assessor

The DSE Assessor is:

Gill Burford

The DSE Assessor will attend the DSE assessor training course every 3 years.

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

Fire Safety Co-ordinator

The Fire Safety Co-ordinator (FSC) is:

Julie Robinson

The Fire Safety Co-ordinator will attend the Fire Risk Assessment Principals and Practice training course every 3 years.

The (FSC) is the competent person for fire safety on the premises and acts on behalf of the Headteacher. The FSC is responsible for the local management and

completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

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

On-Site Health & Safety Co-ordinator/Officer

The H&S Co-ordinator is:

Julie Robinson

The on-site H&S Co-ordinator/Officer for the school will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the Responsible Manager.

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.

Health & Safety Representative

The H&S Representative is:

Julie Robinson

The premises Health and Safety Representative (whether a member of staff who is union appointed, or non-union and locally nominated) will represent the staff with regard to their health and safety at work. They are expected to promote a positive safety culture throughout the premises and perform the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

Legionella Nominated Responsible Person

The Nominated Responsible Person (NRP) for Legionella is:

Neil Tyrell

The NRP will complete the Legionella e-learning course annually.

The Nominated Responsible Person for Legionella on the premises acts on behalf of the Headteacher to provide the necessary competence to enable Legionella to be managed safely.

The NRP 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.

Risk Assessor

The Risk Assessor is:	<i>Gill Burford</i>
The Risk Assessor will attend Risk Assessor training every 3 years.	
The Risk Assessor acts of behalf of the Headteacher to ensure risk assessments are completed and hazards are identified and managed.	
They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.	

Work at Height

The competent person for work at height on the premises is:	<i>Neil Tyrell</i>
They will attend the Caretaking Support Service Ladder & Stepladder Safety course every 3 years.	
The competent person for working at height acts on behalf of the Headteacher and will ensure work at height is carried out safely.	
They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.	

Site Safety Trained Staff

The Site Safety Manager for the premises is:	<i>Neil Tyrell</i>
They will attend the Safety Awareness for Facilities Managers training course every 3 years.	
The site safety trained employee is the competent person for the overall management of school premises and facilities, and acts on behalf of the Responsible Manager. They are responsible for the local management and completion of day-to-day premises tasks.	
They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.	

ARRANGEMENTS

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Sheet Primary School and are used alongside other current school procedures & policies.

In carrying out their normal functions, it is the duty of all managers and employees to act and do everything possible to prevent injury and ill-health to others. This will be achieved as 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 conducted in accordance with the procedure requirements as per Hampshire CC guidelines.

Any accident, incident or injury involving staff, visitors, contractors, and the more serious accidents/incidents to pupils will be reported on the HCC Accident/incident reporting system (online or via the paper version stored in the office).

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

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

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

Minor accidents to pupils will be recorded in the the class accident books located in the first aid bags.

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

The Headteacher will ensure that the governing body/senior management is informed of all incidents of a serious nature. All accident/incident reports will be monitored by Gill Burford for trend analysis to prevent reoccurrences. The governing body should be regularly updated on monitoring and any trends identified.

Community Users/Hirers/Extended Services must report all incidents related to unsafe premises or equipment to the school, who will report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

Asbestos Management

Asbestos management on-site is controlled by the Nominated Responsible Person (NRP) for Asbestos. The asbestos register, as issued by the Asbestos Team is stored on line and is to be shown to all contractors who may need to conduct work on site. Contractors and anyone undertaking intrusive work must read and sign the register prior to being permitted to commence any work on site.

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

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

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

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

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 NRP who will immediately act to cordon off the affected area and contact the Asbestos Team for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building will be immediately stopped from working and immediately reported to the Headteacher and/or NRP.

Community Users/Hirers/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 and shared with all relevant parties
- The risk assessment for the premises is shared with the users/hirer
- 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

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Contractors on Site

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

All contractors must report to main office where they will be asked to sign in electronically and view the asbestos register either online or paper copy and will wear a visitor badge. All contractors will be issued with the local written contractors induction brief that includes all relevant details of fire safety procedures & local safety arrangements.

All employees are responsible for monitoring work areas and providing appropriate levels of supervision.

Curriculum Activities *(add to, or amend as appropriate)*

The curriculum leads for the school are:

Art	<i>Ben Spiers</i>
Design and Technology	<i>Emily Leney</i>
Science	<i>Ben Spiers</i>
P.E.	<i>Anna Buxey</i>

These staff understand the safety pertaining to their subject lead.

The curriculum lead/s will act on behalf of the Headteacher to provide the necessary competence to enable curriculum subjects to be carried safely and in accordance with the requirements and best practice.

They will ensure that all employees have a reasonable awareness the hazards and the control measures in place. They will advise the Headteacher of any condition or situation which may affect the safety of any premises users.

They will use 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.

Display Screen Equipment

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

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

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

Electrical Equipment

The Headteacher will ensure that:

- Only authorised and competent persons are permitted to install or repair electrical equipment
- Equipment is not used if found to be defective in any way
- Defective equipment is reported & immediately taken out of use until repaired or disposed of
- All portable electrical equipment is inspected/tested annually.
- Equipment testing/inspection is conducted by a competent company.
- Personal electrical equipment is not brought onto the premises or used unless it is approved by management and has been tested
- New equipment is added to the work equipment inventory and PAT testing/inspection schedules.

Any defective or suspected defective equipment, systems of work, fittings etc. will be removed from use, reported to Gill Burford and repaired or disposed of as soon as possible.

Emergency Procedures

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

All employees will receive information, training and instruction on the non-fire emergency procedures and evacuation plans on induction. Employees will be periodically provided with updated information as the emergency procedures are routinely reviewed and amendments are introduced.

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

Fire Safety

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

The Headteacher as Responsible Manager will ensure through the Fire Safety Co-ordinator that:

- All employees complete the mandatory fire safety induction e-learning course every year
- Fire safety information is provided to all employees at induction and periodically thereafter
- Fire evacuation procedures, fire safety training and fire equipment inspection and testing are carried out in accordance with corporate guidance and the premises fire safety manual
- The fire manual is reviewed annually by the Fire Safety Co-ordinator, the Headteacher, and Governors making the necessary amendments
- Information from the fire risk assessment is shared with employees annually

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

First Aid

Arrangements regarding first aid provision are set out in First Aid Policy SP14a. The names and locations of the first aid trained staff on site are listed in the office and within in the First Aid Policy and clearly signposted around the school.

A First Aid Needs Assessment will be carried out to determine the level of first aid provision required and is completed by Julie Robinson.

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

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

Glazing

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

Any damaged glazing will be reported to Gill Burford and made safe and replaced as soon as possible.

Hot Water and Hot Surfaces

Arrangements for the managing of hot water and hot surfaces have been put into place to protect, students, staff and members of the public. The hazards have been identified and recorded in 'staffroom and kitchen area' and premises risk assessments.

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

The control measures include:

- Clearly marking hot water sources
- Only allowing children to access temperature controlled hot water unsupervised.
- Hot pipes and surfaces being boxed in

Housekeeping

Good housekeeping is an essential factor in effective health and safety. The following conditions will be adhered to:

- All corridors and passageways kept free from obstruction
- Shelves in storerooms and cupboards stacked neatly and not overloaded
- Floors kept clean, dry, and free from slip and trip hazards
- Emergency exits, and fire doors not obstructed in any way
- Supplies stored safely in their correct locations
- Rubbish and litter cleaned and removed at the end of each working day
- Poor housekeeping or poor hygiene conditions reported

COSHH

Hazardous substances, materials, and chemicals are not permitted to be used on-site until:

- Safety data sheets have been obtained
- A written COSHH assessment is completed by the trained COSHH assessor
- The product is approved for use by the Headteacher

When using a hazardous substance, employees will ensure that adequate precautions are taken to prevent ill-health and injury to themselves and others. Employees will be trained before using a hazardous substance and must follow safe working practices and use protective equipment if identified in the COSHH assessment.

All hazardous substances are stored appropriately in locked and clearly labelled stores in accordance with the relevant safety data sheets.

Hazardous substances are stored in the locked caretakers shed.

Inspections and Monitoring

It is the responsibility of all employees to monitor the condition of their workplace throughout the day. Monitoring and inspections of individual departments is carried out by Department Heads and/or the subject teachers as nominated by the Headteacher.

Periodic documented inspections of the premises will be carried out every term in accordance with the premises inspection schedule. Inspection findings will be recorded on the locally adapted Premises Safety Inspection Checklist.

All defects identified must be reported to *Gill Burford* and recorded in the FGB Minutes. Any identified high-level risks or safety management concerns will be addressed/actioned.

The termly H&S web monitoring form will be completed by Julie Robinson. The monitoring form focuses on different areas each term and is an integral part of the School's and Children's Services Health and Safety Team's monitoring programme.

Kitchens

The main kitchen area is only to be used by authorised employees/third party. The main kitchen is managed by HC3 Catering. 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.

Where kitchens are managed by third parties, relevant safe systems of work and risk assessments will be shared between the third party and school.

Legionella

The Legionella Nominated Responsible Person (NRP) will manage and undertake all processes regarding Legionella in accordance with Hampshire County Council corporate procedure. They will:

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

Lone Working

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

Lone working will only take place:

- With the Headteacher's approval
- Following risk assessment
- Where it cannot be avoided

The lone working arrangements for employees who undertake lone working on this site is recorded with Gill Burford

Minibuses

All minibus drivers will complete suitable training prior to being permitted to drive and carry out checks on minibuses. MiDAS training is recommended.

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

Moving and Handling

All employees will complete the moving and handling e-learning course every year without exception.

Employees 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.

The Site Manager/Caretaker is expected to undertake regular physical work which would typically include regular moving and handling; therefore, they will attend a formal moving and handling course specific to the work requirements.

All moving and handling tasks are risk assessed before they are undertaken in accordance with the Corporate Moving and Handling Procedure.

New and Expectant Mothers

When notified that a member of staff is pregnant the school will undertake a risk assessment for that individual. This will be undertaken by the Headteacher and the individual.

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

Off-site Activities

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

Provision of Information

The Headteacher will ensure that employees are periodically provided with information regarding safety arrangements. This information is provided at staff meetings and is minuted.

Visitors and Contractors are provided with Health and Safety Information electronically when they sign in on arrival.

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

Local health and safety advice is available from Gill Burford and the Children's Services Health & Safety Team can provide both general and specialist advice which is available on their website or on request.

Risk Assessment

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

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

All risk assessments and associated control measures will be approved and signed by the Headteacher.

Completed risk assessments are listed in the assessment register online and in the office and will be reviewed periodically in accordance with the risk assessment review schedule.

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

Smoking

Smoking and use of e-cigarettes/vaporizers is not permitted on school premises.

or

Smoking is only permitted in the designated smoking area outside of the buildings. The designated smoking area is always maintained, and daily inspections of the area are carried out. Cigarettes must be fully extinguished before they are placed in the allocated cigarette bin, and combustible materials such as paper or empty cigarette packets are not to be placed in the cigarette bin.

Stress & Wellbeing

Sheet Primary School is committed to promoting a high level of health and wellbeing and recognises the importance of identifying & reducing workplace stressors.

Stress management through risk assessment and appropriate consultation with employees will be periodically reviewed and acted upon in accordance with the Health & Safety Executive's Stress Management Standards - staff questionnaire.

School arrangements to monitor, consult and reduce stress situations are regular check-ins with all staff.

Transport - Traffic Management

The school will develop a written Traffic Management Plan with arrangements regarding on-site traffic safety. The plan includes:

- A site plan diagram showing traffic and pedestrian routes, loading and parking areas
- Site plan check sheet
- Safe system of work; this can be included in the site plan check sheet
- Risk assessments where necessary

A copy of which is in the office.

Arrangements will be shared with employees and relevant third parties.

Training

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

The Headteacher will ensure that all employees are provided with adequate information, instruction, and training regarding their safety at work. Training needs analysis will be conducted, from which a comprehensive health and safety training plan will be developed and maintained.

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

- Induction training including the requirements of the school health and safety policy
- Local training including risk assessments and safe working practices
- Information following health and safety policy or procedural changes
- Relevant annual e-learning courses to meet mandatory corporate training requirements
- Role specific training
- Refresher training as required

Training records are held by Gill Burford 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 employees.

Transport – Driving for Work

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

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

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

Records of checks will be kept by Mrs Burford

Violence and Aggression

Violent, aggressive, threatening, or intimidating behaviour towards employees, whether verbal, written, electronic or physical, will not be tolerated.

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

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

Violent incidents between children will be reported locally to the Headteacher.

If a child is injured following violence between children, it will be reported as an accident on the online reporting system.

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 health & safety, safeguarding, including the name of the DSL, and fire safety information as they sign in electronically to the school

Whilst on site visitors will be supervised by Julie Robinson or Gill Burford

Vulnerable Persons

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

Work Equipment and Lifting Equipment (LOLER)

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

All employees will check work equipment prior to use. Any defective or suspected defective equipment must be removed from use, reported to Gill Burford and repaired or disposed of as soon as possible.

Work at Height

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

The trained competent person for work at height on the premises will:

- Use steps, stepladders, and leaning ladders in accordance with their training

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

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

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

APPENDICES

<i>Appendix 1</i>	<i>Health & Safety Policy Statement of Intent</i>
<i>Appendix 2</i>	<i>Health & Safety Policy Statement</i>

Health and safety policy statement of intent

Hampshire County Council recognises that good health and safety management supports the delivery of our services for the people of Hampshire. As part of the overall risk management process and culture, good health and safety management will help reduce the risk of injury and loss, help promote a healthy workforce and help protect all who are affected by the County Council's services.

This policy, and the management structure and arrangements that support it, contribute to the achievement of the four aims set out in the **Serving Hampshire – Strategic Plan**:

- Hampshire maintains strong and resilient economic growth and prosperity
- People in Hampshire live safe, healthy and independent lives
- People in Hampshire enjoy a rich and diverse environment
- People in Hampshire enjoy being part of strong, inclusive, resilient communities.

Hampshire County Council recognises and will meet its common law and statutory health and safety responsibilities. It will provide, so far as is reasonably practicable, a safe and healthy environment for its staff and all persons affected by its undertaking. This will be based on providing safe environments for learning, leisure and care work, safe places of work, safe systems of work, safe equipment and materials for use at work and individuals who are competent.

The County Council will maintain appropriate health and safety management systems, arrangements and organisational structures to ensure adequate health and safety for all people affected by its operations. It has adopted the Plan, Do Check, Act approach set out in the Health and Safety Executive's *"Managing for Health and Safety"* (HSG 65) document. The County Council will monitor and review the effectiveness of its health and safety management system.

Managers will ensure health and safety matters are an integral part of all activities and health and safety is given due consideration with other service commitments.

The County Council will endeavour to consult on significant health and safety issues with the workforce in good time to enable staff to express their views on health and safety issues. All staff must actively support the County Council's efforts by working with due regard to the safety of themselves and others. It expects and encourages similar support from contractors, partners and volunteers and co-operation from clients and other visitors who use its facilities or visit premises.

Health and safety corporate policy statement



The principal responsibilities for health and safety in Hampshire County Council are as follows:

Members of the Cabinet and other elected members shall:

- Ensure that suitable resources and strategic direction are available to discharge the Council's health and safety responsibilities.
- Monitor, via reports, the overall performance of the Council's health and safety management systems.

The Chief Executive shall:

- Take overall responsibility for health and safety across the County Council, and lead in setting corporate policy and direction.
- Sign and endorse the health and safety policy statement of intent.

The Corporate Management Team (CMT) shall:

- Provide strategic direction and oversight of corporate health and safety strategies and policies.
- Promote a 'top down' positive health and safety culture
- Ensure that departments adopt and comply with corporate procedures and all other health and safety arrangements.
- Support the Chief Executive in meeting his health and safety responsibilities for the Council as a whole.
- Support the work of the Risk Management Board and the Head of Profession – Health and Safety.

The Risk Management Board

The Risk Management Board has the overall responsibility for monitoring and advising on all aspects of risk in the Council, including health and safety. The senior managers who make up the Risk Management Board include representatives from all the departments as well as specialists and advisers.

The Risk Management Board shall:

- Consider significant health and safety issues to support the CMT, in line with the wider risk management agenda.

Directors/Chief Officers shall:

- Have overall responsibility for health and safety in their departments.
- Appoint an Assistant Director to lead on health and safety issues across that department.

Lead Assistant Directors shall:

- Ensure that they have an overview/awareness of significant health and safety issues in their department, and the actions being taken to address them.
- Ensure that the department's activity is coordinated with the health and safety team to deliver the agreed departmental improvement plan.

Health and safety corporate policy statement



- Meet with the Head of Profession – Health and Safety at least monthly to review the progress and delivery of the departmental improvement plan.
- Represent their department at the Risk Management Board.

The Head of Profession – Health and Safety shall:

- Provide the professional lead on health and safety matters.
- Manage a central team of health and safety professionals and a central health and safety training team, and provide line management to the Partnership Officer from Hampshire Fire and Rescue Service, to serve all departments on a business partner basis.
- Ensure delivery to the departments of an appropriate and targeted improvement plan.
- Ensure the competency of the corporate health and safety team is adequate to cover effectively all areas of the Council's business.
- Produce a corporate health and safety strategy, and an associated corporate health and safety plan.
- Manage the Council's arrangements for delivery of the health and safety policy, corporate procedures and associated training provision.
- Provide monthly updates to Assistant Directors leading on health and safety.
- Provide six-monthly update reports to Departmental Management Teams.
- Provide annual update reports to CMT.
- Attend the Risk Management Board.

Departmental Management Teams shall:

- Ensure compliance with corporate procedures and manage any specific health and safety risks arising from the delivery of their services, with support from the health and safety team.
- Ensure sufficient resources are allocated to meet health and safety obligations throughout the department.
- Ensure that all premises within their control have Responsible Managers appointed to lead on specific health and safety issues including fire, asbestos and legionella.
- Ensure staff are involved and consulted on relevant health and safety matters in good time and ensure that their views are considered.
- Ensure that persons appointed to safety critical functions are appropriately competent.

Managers such as Head Teachers and Governors, Registered Managers, those in control of Council sites, Team Leaders, etc. shall:

- Implement corporate and departmental health and safety procedures, standards and guidance, as applicable in their area of responsibility.
- Ensure all staff and others comply with the requirements of their department's health and safety documentation as well as any local health and safety requirements.
- Ensure that all work-related hazards are identified, and suitable and sufficient risk assessments are undertaken.

Health and safety corporate policy statement



- In conjunction with corporate health and safety advisers, develop any necessary local procedures and safe working practices that implement departmental documentation and local risk assessments, with the aim of eliminating or adequately controlling occupational risks.
- Ensure that they and their staff have adequate levels of competency to complete their work tasks safely and, where necessary, are provided with appropriate health and safety training relevant to the hazards in their work.
- Ensure that any volunteers working in their areas of responsibility are given adequate information, instruction and training, along with any other support or protection needed to enable them to work safely.
- Ensure that health and safety systems are maintained locally.
- Report and investigate incidents as required, in line with corporate procedures.

Health and Safety Advisers shall:

- Act as the "competent persons" as set out in the Management of Health and Safety at Work Regulations 1999.
- Provide appropriate advice and support to managers to meet departments' needs.
- Keep up to date with legislation and best practice knowledge.
- Draft and deliver the individual topic plans, within the departmental improvement plans.

Health and Safety Training Team shall:

- Prepare a suite of eLearning to support the corporate procedures.
- Support the LMS in its delivery of that eLearning.
- Deliver face to face training.
- Advise departments on the identification and selection of external training.

Fire safety practitioners shall:

- Act as the "competent persons" as set out in the Regulatory Reform (Fire Safety) Order 2005.
- Provide appropriate advice and support to managers to meet departments' fire safety needs.
- Keep up to date with legislation and best practice knowledge.
- Draft and deliver the individual fire-related topic plans, within the departmental improvement plans.

Occupational Health Clinical Team shall:

- Provide expert occupational health advice to managers and individuals.
- Provide occupational health reports where required.

Health and safety corporate policy statement



Property Services shall:

- Fulfil the specific health and safety responsibilities set out in the corporate health and safety procedures.
- Provide assurance on statutory compliance in the Council's built estate
- Ensure effective systems are in place to appoint, manage and monitor contractors working on the Council's built estate.

Corporate Health and Safety Joint Consultative Group (JCG)

The JCG is intended as a means for Hampshire County Council to consult employees on health and safety matters as required by the Safety Representatives and Safety Committees Regulations 1977 (*for trade union appointed health and safety representatives*) and the Health and Safety (Consultation with Employees) Regulations 1996 (*for non trade union appointed health and safety representatives*).

The JCG shall:

- Provide a corporate forum for Safety Representatives to raise matters of concern in relation to the health and safety of the employees they represent, or where those matters cannot be resolved at local level.
- Provide in turn a forum for management to consult employees on matters that substantially affect the health and safety of employees.
- Further arrangements for the JCG are set out in its Terms of Reference.

Departmental consultation

Departmental consultation, including local JCGs, health and safety forums, health and safety groups, health and safety panels, etc., are intended as a means for individual departments or other parts of the Council to consult with employees and others on health and safety matters, in support of the corporate JCG. In parallel with the corporate JCG, departmental consultation shall:

- Provide local forums for Safety Representatives to raise matters of concern in relation to the health and safety of the employees they represent.
- Provide forums for management to consult employees on matters that substantially affect the health and safety of employees.
- Further arrangements for these consultations will be set out in their individual Terms of Reference.

Safety Representatives

Safety Representatives, both Trade Union and non-Union representatives, are able to exercise their rights to:

- Attend the Corporate Joint Consultative Group
- Conduct investigations into reportable incidents.
- Represent the views of the staff to managers and to HSE Inspectors.
- Conduct inspections of the workplace.

Health and safety corporate policy statement



Staff and volunteers shall:

- Familiarise themselves with the contents of this policy and those corporate health and safety procedures that relate to their work.
- Work with due regard to the health and safety of themselves and others in compliance with those corporate health and safety procedures.
- Use any equipment provided to them in accordance with their training and in compliance with any requirements imposed by the Council.
- Co-operate with and support managers in meeting the Council's health and safety responsibilities.
- Draw attention to any health and safety problems or deficiencies they become aware of, including in their own training and instruction and capability to work safely.

Contractors and partners shall:

- Co-operate and communicate with Hampshire County Council on all relevant health and safety matters
- Meet the health and safety standards required of them in the performance of the work activities undertaken with or on behalf of the County Council.
- Draw attention to any health and safety problems or deficiencies they become aware of, including in their own competency and capability to work safely.

Service users and members of the public

Service users and members of the public are requested to:

- Co-operate with the health and safety arrangements put in place by the Council to protect them and the people who are providing a service for them.
- Draw attention to any health and safety problems or deficiencies they become aware of, including in their own capacity or training.

Health and safety policy statement of intent

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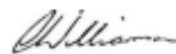
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Councillor Rob Humby
Leader



Carolyn Williamson
Chief Executive