
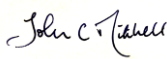


Overton CE Primary School HEALTH & SAFETY POLICY

Date of last review:	September 2025
Name of Headteacher approving this policy:	Fiona Wyeth
Signature of Headteacher:	
Signature of Chair of Governors approving this policy:	
Date for next review of this policy:	September 2026

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 Overton CE Primary School 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 the Head Teacher who will act to:

- Ensure the school adopts the employer's policies and procedures
- Develop a safety culture throughout the school/premises
- 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

Site Manager / Business 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 responsible manager. They are to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They are 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.

All Employees (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/premises health and safety arrangements

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

Governors

The Health and Safety Governor responsible for the premises is Rob Zealley.

The Health and Safety Governor will:

- 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.

Contribute to the schools Health and Safety culture.

The purpose of the H&S Governor (part of resources committee) is to assist in the assessment of safety related matters and provide appropriate support to the headteacher. The resources committee is to periodically meet to monitor and discuss on-site health and safety performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory. Resources and Safety committee staff will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters and meet at least termly.

Specific Health and Safety Responsibilities

Accident Investigator

The on-site trained accident investigator is the Headteacher. The accident investigator will attend accident investigator training every 3 years. The on-site trained accident investigator will lead on all site accident investigations in accordance with corporate procedures.

Asbestos Nominated Responsible Person

The nominated responsible person (NRP) for asbestos is the Site Manager

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 Asbestos Team, Property Service, the Headteacher and/or the Corporate Health & Safety Team as required.

COSHH Assessor

The COSHH Assessor is the Site Manager. The COSHH Assessor will attend the COSHH assessor training course every 3 years. The COSHH Assessor is the competent person for the assessment of all the hazardous substances on the premises. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Corporate Health & Safety Team as required.

DSE Assessor

The DSE Assessor is the Headteacher. 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 corporate procedures.

Fire Safety Co-ordinator

The Fire Safety Co-ordinator (FSC) is the Site Manager. 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 Corporate Services Health & Safety Team and the Property Services Fire Team as required.

On-Site Health & Safety Officer

The H&S Officer is the School Business Manager. The on-site H&S 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 Corporate Services Health & Safety Team as required.

Health & Safety Representative

The H&S Representative is the School Business Manager. 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 the Site Manager. 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 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 the School Business Manager, supported by the Site Manager. The risk Assessor will attend Risk Assessor training every 3 years. The Risk Assessor acts on behalf of the Headteacher to ensure risk assessments are completed and hazards are identified, assessed and managed.

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

Site Safety Trained Staff

The Site Safety Manager for the premises is the School Business Manager. 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 Corporate Services Health & Safety Team as required.

Work at Height

The competent person for work at height on the premises is the Site Manager. They will attend the Caretaking Support Service Ladder and 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 Corporate 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 Overton CE Primary School and are to be used alongside other current school procedures & policies.

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

Accident/Incident Reporting & Investigation

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

Any accident, incident or injury involving staff, visitors, contractors, and the more serious accidents/incidents to children are to be reported and recorded on the HCC Accident/incident reporting system

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

A copy of the completed form is automatically received by the Corporate Health & Safety Team, the person who reported the incident and the accident investigator.

Following the completion of an online incident 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 on CPOMS.

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

The Headteacher will ensure that the governing body is informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Headteacher 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). The asbestos register as issued by the Asbestos Team is located at the front entrance 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 and the (NRP) will 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.

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 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.

Community Users/Lettings/Extended Services

The responsible manager/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
- First aid procedures are agreed
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

Contractors on Site

It is recommended that the HCC minor works framework is always to be used for contractual work on the premises. Where the minor works frame work is not used appropriate safe selection of contractor's procedures are to be used to ascertain competence prior to engaging their services.

All contractors must *report to the main front entrance* where they will be asked to sign the visitors book and asbestos register, and will discuss with the Sire Manager or Business Manager prior to commencing any work on the school site. All contractors must be issued with the local written contractor 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

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 users must complete the display screen equipment e-learning course every year without exception. All users must carry out periodic workstation assessments using the Corporate Workstation Assessment Form. 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 responsible Headteacher will ensure that:

- Only authorised and competent persons are permitted to install or repair electrical equipment
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported & 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 person.

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- The competent person to be used is the Site Manager
- Personal 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 responsible manager/headteacher in order that it can be added to future PAT testing schedules

Any defective or suspected defective equipment, systems of work, fittings etc must be reported to the Business Manager 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 are to be completed, provided and reviewed for any vulnerable persons to be able to ensure 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 enquiries 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 the First Aid Policy. The names and locations of the first aid trained staff on site are listed in the first aid policy and also clearly signposted around the school/premises.

A First Aid needs assessment will be carried out to determine the level of first aid provision required and is completed by the Business Manager.

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

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

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. The survey and assessment are kept electronically by the Business Manager and is reviewed and updated as required. Or when there are changes to the premises. Any damaged glazing will be reported to the School Business Manager 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 the premises risk assessment.

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

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are always to be adhered to:

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

Hazardous Substances (COSHH)

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless material safety data sheets have been obtained and 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 the Site Manager.

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

All hazardous substances are stored appropriately in locked and clearly labelled stores in accordance with the relevant safety data sheets. Hazardous substances are stored in the Site Managers room, and the cleaners' rooms in the main school and nursery.

Inspections and Monitoring

It is the responsibility of all employees to monitor the condition of their workplace throughout the day. Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the premises defect book and reported to the Business Manager.

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

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

All Defects identified must be reported to Head Teacher and recorded in the defect book located in the school office. Any identified high-level risks or safety management concerns are to be actioned at *each* resources committee meeting.

It is the schools' responsibility that the termly H&S web monitoring form is completed by School Business Manager. This monitoring form will focus on different areas each term and is an integral part of the School and CSHST monitoring programmes.

Periodic detailed inspections of the premises' safety management system will be carried out every year by the Site Manager, School Business Manager and H&S Governor. These documented inspections will examine all areas of the safety management system and will be carried out using the locally adapted CSAF-004/CSAF-011 Annual H&S Inspection Checklist.

Kitchens

The main kitchen area is only to be used by authorised employees/third party. The main kitchen is managed by Dolce. Relevant safe systems of work and risk assessments will be shared between Dolce and the school.

Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

Safe working procedures and authorised access for other kitchen areas, canteens, food preparation areas are agreed and reviewed alongside this policy.

Legionella Management

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

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

Lone Working

A risk assessment will be carried out to categorise each lone 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 in the Lone Working Policy.

Moving and Handling

All staff must complete the moving and handling e-learning course every year without exception. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training

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

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

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 Outdoor Education Service's procedures and guidance.

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 include staff meetings, meeting minutes, email distribution and signature - based receipt of information.

Visitors and Contractors are provided with Health and Safety Information on arrival by the School Office.

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

Local health and safety advice is available from the School Business Manager and the Corporate Services Health & Safety Team can provide both general and specialist advice which is available on their website or on request.

Risk Assessment

General risk assessment management will be co-ordinated by the Business Manager in accordance with guidance contained in the Children's Services Risk Assessment Guidance Document.

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 in each area of work.

All risk assessments and associated control measures are to be approved and signed by the headteacher or their delegated member of staff prior to implementation.

Completed risk assessments are listed in the assessment register and will be reviewed periodically in accordance with each 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

For the purposes of this policy smoking includes e-cigarettes/vaporizers. Smoking is not permitted on the premises.

Physical Intervention

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

Stress & Wellbeing

Overton CE Primary School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors. Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Health & Safety Executive's Stress Management Standards - staff questionnaire.

On-site arrangements to monitor, consult and reduce stress situations are constantly considered and governors actively monitoring the wellbeing of all staff. A work-life balance target is also agreed by staff at Performance Management meetings and reviewed regularly and staff are encouraged to raise stress management issues.

Swimming Pool Management

The school is no longer responsible for the on-site swimming pool. Arrangements regarding swimming pool management for school swimming sessions are set out in the swimming pool procedures and risk assessment and in accordance with the Children's Services swimming pool guidance.

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 changes
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals as relevant
- Appropriate annual e-learning courses to meet HCC mandatory corporate training requirements

Training records are held by the Head Teacher 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.

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 on the admin drive.

Transport - Traffic Management

The school has 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 located on the admin drive and is shared with staff, visitors and contractors.

Violence and aggression

Violent, aggressive, threatening or intimidating behaviour towards employees, whether verbal, written, electronic or physical, will not be tolerated at Overton CE Primary School. In accordance with the Corporate Procedure on violence and aggression, employees should be categorised using the Corporate Control Menu and control measures documented on the Violence & Aggression Risk Assessment. This will be shared with relevant staff and reviewed on a regular basis.

Child on child violent incidents will be reported *to the Head Teacher*. If a child is injured following violence between children, it will be reported as an accident on the online reporting system (CPOMS)

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.

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 briefed on actions in case of fire or injury and provided with a Health & Safety leaflet (displayed). They will be issued with a visitor badge after being asked to sign in on the ipad front entrance.

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. Appropriate procedures will be implemented, and arrangements for the health, safety, and welfare of vulnerable people 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, pressure systems, 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 the School Business Manager and repaired or disposed of as soon as possible.

Work at Height

Work at height is always to be undertaken in accordance with the Corporate Procedure on Work at Height. And the Corporate Services Health and Safety Team guidance. At Overton CE 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 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 training PowerPoint presentation
- Carry out and record periodic inspections of all on-site ladders, stepladders and podium steps used on-site
- 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.

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

Policies/Plans in place relevant to Health & Safety Policy

- A. Emergency Evacuation Plan
- B. Managing Traffic Safely Plan
- C. First Aid Policy
- D. Lone Working Policy & Procedures
- E. Physical restraint policy