Uplands Primary School Health and Safety Policy

Date renewed: October 2026

Date for review: October 2027

Statement of Intent

1. 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.

2. Our aims are to:

   a. Provide and maintain a safe and healthy working environment ensuring the welfare of all persons.

   b. Maintain control of health and safety risks arising from our activities.

   c. Comply with statutory requirements as a minimum standard of safety.

   d. Consult with all staff on matters affecting their health, safety and welfare.

   e. Provide and maintain safe systems, equipment and machinery.

   f. Ensure safe handling, storage and use of substances.

   g. Provide appropriate information, instruction and supervision for everyone.

   h. Ensure staff are suitably trained and competent to do their work safely.

   i. Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health.

   j. Assess risks, record significant findings and monitor safety arrangements.

   k. Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements.

   l. Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters.

3. 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.

Employer Responsibility

4. The overall responsibility for health and safety at Uplands 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:

a. Set clear Health and Safety Policies and procedures

b. Ensure that health and safety has a high profile.

c. Ensure adequate resources for health and safety are made available.

d. Consult and advise staff regarding health and safety requirements & arrangements

e. Periodically monitor and review local health and safety arrangements.

Responsible Manager

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

a. Ensure the school adopts the employer's policies and procedures

b. Develop a safety culture throughout the unit/centre/school/premises.

c. Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively.

d. Consult and work with recognised trade union safety representatives/employee representatives and safety committees

e. Assess and control risk on the premises as part of everyday management.

f. Ensure a safe and healthy environment and provide suitable welfare facilities

g. Make operational decisions regarding health and safety.

h. Ensure periodic safety tours and inspections are carried out.

i. Ensure significant hazards are assessed and risks are managed to prevent harm

j. Ensure staff are aware of their health and safety responsibilities.

k. Periodically update governing bodies/partnerships as appropriate.

l. Produce, monitor and periodically review all local safety policies and procedures.

All Staff (including volunteers)

6. 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:

a. Supporting the school/premises health and safety arrangements

b. Ensuring their own work area remains safe at all times.

c. Not interfering with health and safety arrangements or misusing equipment.

d. 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.

e. Reporting safety concerns to their staff representative or other appropriate person

f. Reporting any incident that has led, or could have led to damage or injury.

g. Assisting in investigations due to accidents, dangerous occurrences or near-misses

h. Not acting or omitting to act in any way that may cause harm or ill-health to others.

Site Manager

7. 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. He is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. He is to work within his level of competence and seek appropriate guidance and direction from the headteacher/responsible manager and/or the Children's Services Health & Safety Team as required.

Governors

8. The Health and Safety Governor responsible for the premises is: Robert Jempson. The governors will:
    a. Ensure the Hampshire County Councils Health and Safety Policy is enacted
    b. Ensure that safety is effectively managed in school and that there are processes in place to evaluate the effectiveness of Health and Safety arrangements
    c. Ensure that the schools Health and Safety policy is formally reviewed and signed off each year
    d. Ensure that reasonable steps are taken to safely mange premises, plane, equipment and substances provided for work use are safe and without risk to health.
    e. Ensure that schools have suitable and sufficient risk assessments in place, findings are documented and communicated to staff and others, controls implemented and regularly reviewed
    f. Ensure regulations and guidelines appertaining to school activities, off-site activities and educational visits are being followed
    g. Comply with any directions given by Hampshire County Council concerning Health and Safety
    h. Promote wellbeing for staff and pupils in terms of their physical, mental and emotional wellbeing

On-Site Health & Safety Officer

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

All Teachers & Staff

10. The responsibility of applying local safety procedures on a day-to-day basis rests with the teachers and staff. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented. They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

Health and Safety Committee

11. The purpose of the safety committee is to assist in the assessment of safety related matters and provide appropriate support to the responsible manager/headteacher. The safety committee is to periodically meet to monitor and discuss on-site health and safety performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory. Safety committee staff will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

12. The safety committee consists of the Headteacher, the Site Manager, a Governor(s) and two other members of staff and they meet every term.

Fire Safety Co-ordinator

13. The Site Manager is the fire safety co-ordinator who is the competent person for fire safety on the premises and acts on behalf of the responsible manager. He is to attend the fire safety co-ordinator training course and refresh this training every three years. The fire safety co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

14. The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the responsible manager/headteacher and/or the Children's Services Health & Safety Team and the Property Services Fire Team as required.

Phase leaders

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

Legionella Competent Person

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

17. The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with departmental and corporate requirements. He /She take recording from designated point around the school (as listed on Hampshire Concerto) and records them on concerto. Also, Emcor will send an engineer to inspect and test the Thermostatic mixing valves. He will advise the responsible manager/headteacher of any condition or situation relating to Legionella which may affect the safety of any premise's users. He/she is to work within their level of competence and seek appropriate guidance and direction from the responsible manager/headteacher and/or Property Services as required.

Asbestos Nominated Responsible Person

18. The Site Manager is the nominated responsible person for asbestos on the premises and acts on behalf of the responsible manager/headteacher to provide the necessary competence to enable asbestos to be managed safely in accordance with the Corporate Procedure.

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

Accident Investigator

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

Admin Officer

21. The Admin Officer will keep a record of training and ensure that the relevant courses are booked. He/she will also deploy e-learning tasks and keep a record of staff who have completed the e-learning.

Arrangements

22. 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 Uplands Primary School and are to be used alongside other school procedures & policies.

23. 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.

24. General arrangements can be summarised as follows:

a. Providing and maintaining safe equipment and safe systems of work.

b. Making arrangements to ensure the safe use, handling storage and transportation of materials, substances and other articles.

c. Providing adequate information, instruction, training and supervision to ensure all personnel are aware of their responsibilities and how to carry out their duties safely.

d. Providing safe places to work with safe access to and exit from them.

e. Providing a healthy and safe working environment with adequate welfare facilities Providing a system for rapidly identifying and effectively dealing with hazards.

f. Implementing control measures to reduce risks to as low as reasonably practicable.

g. Providing suitable personal protective clothing and equipment where hazardous conditions cannot be eliminated and where PPE is assessed to be the last resort.

25. All personnel have a statutory duty to co-operate in fulfilling the objectives of the school as detailed in the Statement of Intent. Everyone has a personal responsibility to take reasonable care to ensure their actions do not cause injury to themselves or to others.

26. Employees are expected to observe rules and working methods that apply to them and report hazards discovered by them immediately.

Accident/Incident Reporting & Investigation

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

28. 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 online HCC Accident/incident reporting form.

29. A copy of the completed form is then automatically sent to Children's Services Health & Safety Team the person reporting the incident and the manager will receive a request to carry out an investigation and a link to record this on. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

30. Minor accidents to pupils are to be recorded in the first aid book located in the first aid room.

31. The more serious accidents that are notifiable to the Health & Safety Executive (HSE) will be notified to the Children's Services Health & Safety Team for them to report. A copy of the form will then be created by CSHST and sent to the HSE.

32. The responsible manager/headteacher will ensure that the governing body is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Site Manager for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

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

Asbestos Management

34. Asbestos management on site is controlled by the Nominated Responsible Person. The asbestos register as issued by the Asbestos Team is located at the front desk; there is a paper copy and an electronic copy (iPad). This 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.

35. The Responsible Manager and the Nominated Responsible Person must complete the asbestos checklist relevant to their role (one for each role) when they are appointed. Copies of these must be retained with the asbestos register.
36. 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.

37. Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the nominated responsible person.

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

CCTV

39. CCTV systems are installed in premises for the purpose of enhancing security of the building and its associated equipment as well as creating a mindfulness among the occupants, at any one time that a surveillance security system is in operation within and/or in the external environs of the premises during both the daylight and night hours each day. CCTV surveillance at the School is intended for the purposes of:

a. Protecting the School buildings and school assets, both during and after school hours;

b. Promoting the health and safety of staff, pupils and visitors as well as for monitoring student behaviour;

c. Preventing bullying;

d. Reducing the incidence of crime and anti-social behaviour (including theft and vandalism); supporting the police in a bid to deter and detect crime;

e. Assisting in identifying, apprehending and prosecuting offenders; and

f. Ensuring that the School rules are respected so that the School can be properly managed. For further information see our separate CCTV policy which is available on our website.

Child Protection

40. Arrangements regarding safeguarding pupils and our chid protection procedures can be found on our website.

Children with Medical Conditions

41. Arrangements regarding medicines are set out in the Supporting Pupils with Medical Conditions Policy. This can be found on our website. The Inclusion Leader is responsible for ensuring that these are up to date and communicated to all relevant staff.

Community Users/Lettings/Extended Services

42. The responsible manager/headteacher will ensure that:

a. Third parties and other extended service users operate under hire agreements A risk assessment for the activity is completed.

b. 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.

c. All provided equipment is safe for use.

d. Fire escape routes and transit areas are safe and clear of hazards.

e. Hirers/users are formally made aware of fire safety procedures and equipment.

Contractors on Site

43. It is recommended HCC registered contractors are always to be used for contractual work on the premises. Where non-HCC registered contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. The departmental CSAF-013 Safe Selection of Contractors Checklist is to be used to determine competence of non-HCC contractors who will require adequate risk assessments to demonstrate their safe working practices for specific work being undertaken.

44. All contractors must report to the main office upon arrival and departure where they will be:

a. Asked to sign the visitors book and asbestos register.

b. Issued with the local written contractor induction brief that includes all relevant details of fire safety procedures & local safety arrangements.

c. Informed of policies and safe practices.

45. Contractors will be expected to report any breaches of safety to the Headteacher at the earliest opportunity. They will be appropriately supervised at all times and asked to provide evidence of DBS checks. We will ask to see methods of work and meet with contractors where possible.

46. Host staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises.

Curriculum Activities

47. All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant teachers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and Hampshire County Council. Teachers are responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance. Staff will need to complete risk assessments where necessary and ensure that they are signed by the Headteacher at least 24 hours before the activity is taught. Children should be encouraged to evaluate risks in class and contribute to the risk assessments.

Dogs/Small animals

48. We do not allow animals on site unless they are assisting a member of the school community with a particular need. This includes puppies and small animals being carried in by parents.

Display Screen Equipment

49. All users must complete the *display screen equipment e-learning course* every year without exception. All users must carry out periodic workstation assessments using CSAF-001 Workstation

Assessment Form. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

Electrical Equipment

50. The responsible manager/headteacher will ensure that:

a. Only authorised and competent persons are permitted to install or repair equipment Where 13-amp sockets are in use, only one plug per socket is permitted.

b. Equipment is not to be used if found to be defective in any way.

c. Defective equipment is to be reported & immediately taken out of use until repaired All portable electrical equipment will be inspected/tested at yearly intervals.

d. Equipment testing/inspection can only be carried out by a competent person.

e. Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested.

f. New equipment must be advised to the responsible manager/headteacher in order that it can be added to future PAT testing schedules.

51. Any defective or suspected defective equipment, systems of work, fittings etc must be reported to the Site Manager and attended to as soon as possible.

Emergency Procedures

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

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

54. Personal Emergency Evacuation Plans are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident. These plans are kept in a child's individual file on the school IT system named: Inclusion 23-24.

55. We also have evacuation signals for a bomb threat/whole site evacuation which is a bell ringing. If the school needs to be on lockdown (safer inside) then a fog-horn will be blown.

Fire Safety

56. 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.

57. The responsible manager/headteacher will ensure through the fire safety co-ordinator that:

a. All staff complete the mandatory fire safety induction e-learning course every year Fire safety procedures are readily available for all staff to read.

b. Fire safety information is provided to all staff at induction and periodically thereafter Fire safety notices are posted in the key areas of the building close to the fire points Evacuation routes and assembly points are clearly identified.

c. Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire.

d. All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked flammable.

e. Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual.

f. The fire risk assessment is reviewed annually by the fire safety co-ordinator and amended as new hazards or required amendments are identified.

g. Emergency Lighting These systems will be checked for operation monthly in house by the Site Manager and annually by an approved competent contractor.

h. Green Door Release Boxes These will be tested regularly by the Site Manager.

i. Emergency Red Pull Cord - This will be tested every 6 months by the Site Manager.

j. Test records are located in the site's fire log book.

k. Means of Escape Daily checks for any obstructions on exit routes are carried out and all final exit doors are operational and available for use.

First Aid

58. 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.

59. 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.

60. School has a defibrillator. This is located in the first aid room.

Gates

61. Our main school gate is electronic and will only open from the outside when a code is entered or if a member of the office staff presses a button. Signs are placed on the gates to inform members of the community not to walk through the gates should they open. The gates are checked by the Site Manager.

62. Staff are not allowed to drive through the gates at busy times and must wait for the gates to close behind them before driving off site to prevent others driving in.

63. Our side gates are only opened during arrival and departures times. They are locked at all other times.

64. In order to minimise pinch points, gates have been installed to the recommended safety guidance.

65. There is a CCTV camera located at the main gate. Visual of this camera is in the school office so that staff can identify who is requesting access.

General Equipment

66. All general equipment requiring statutory inspection and/or testing on site *(eg. boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus)* will be inspected by appropriate competent contractors as provided by the term contractor under PBRS arrangements, or as locally arranged.

67. Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

Glazing

68. Glass and glazing on site has been surveyed and risk assessed to ensure that it is suitable safety glass for the area in which the glazing is located, this includes taking account for the activities undertaken and types of children at the school. The survey and assessment are kept electronically and is reviewed every three years or when there are changes to the premises.

Good Housekeeping

69. Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety.

70. The following conditions are to be adhered to at all times:

a. All corridors and passageways are kept free from obstruction.

b. Shelves in storerooms and cupboards are stacked neatly and not overloaded

c. Floors are kept clean and dry, and free from slip and trip hazards.

d. Emergency exits and fire doors are not obstructed in any way

e. Supplies are stored safely in their correct locations.

f. Rubbish and litter are cleaned and removed at the end of each working day

g. Poor housekeeping or hygiene conditions are immediately reported.

Hazardous Substances

71. Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the responsible manager/headteacher. The premises COSHH assessor acting on behalf of the responsible manager/headteacher is the Site Manager.

72. 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.

73. All hazardous substances are to be stored in the secure and signed storage when not in use which is in the Site Manager's office for this premises. This is to remain locked at all times.

74. The same procedures will be followed regarding the use of cleaning materials as part of our daily prevention of the COVID virus.

75. The use of the fogger machine will be by the Site Manager only. Toxic chemicals are not used in the machine and it will be used during out of school hours when pupils are not on site.

Inspections and Monitoring

76. 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 Site Manager.

77. Routine documented inspections of the premises will be carried out every term in accordance with the premises monthly inspection schedule. Inspection findings are to be recorded on the locally adapted CSAF-005/CSAF-010(A/B/C) Premises Safety Inspection Checklist.

78. Defects identified during these routine documented inspections are to be immediately reported to the Site Manager and recorded in the defect book. Any identified high level risks or safety management concerns are to be actioned.

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

Kitchens

80. The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures and never by pupils. Authority and procedures for local management of the main kitchen is HC3S. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

81. Safe working procedures and authorised access for other kitchen areas, canteens, food preparation areas are the staffroom and kitchen area in Y5/6.

Legionella Management

82. Legionella management on site is controlled by the Legionella competent person who will manage and undertake all procedures regarding Legionella in accordance with Hampshire County Council policy and guidance. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes.

Lone Working

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

a. Working at Height.

b. Using hazardous equipment/tools (i.e. hedge trimmers).

84. When lone working is undertaken it must only take place:

a. With the Responsible Manager/Headteacher's approval.

b. And be in accordance with the Corporate Lone Working Procedure where staff have been appropriately categorised and control measures have been identified and put into place.

85. The lone working arrangements for staff who may undertake lone working on this site are to be cleared by the Headteacher and Site Manager. Anyone arriving on site must text the Headteacher or Site Manager on arrival and as they depart.

Moving and Handling

86. All staff must complete the *moving and handling e-learning course* every year without exception. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

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

Off-site Activities

88. Arrangements regarding off-site activities are managed in accordance with the Outdoor Education Service's procedures and guidance and all risk assessments must be completed and signed off before any trips.

Provision of Information

89. The responsible manager/headteacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are staff meetings, weekly briefings and training sessions.

90. Local health and safety advice is available from the Children's Services Health & Safety Team can provide both general and specialist advice. The Health and Safety Law poster is displayed at in the staffroom and outside the Site Manager's office.

Risk Assessment

91. General risk assessment management will be co-ordinated by staff and in particular the Site manager in accordance with guidance contained in the Children's Services Safety Guidance.

92. Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

93. The trained risk assessors are the Headteacher and the Site Manager and they will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

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

95. Completed risk assessments are listed in the Risk Register and will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the premises bring-up diary system.

Smoking

96. For the purposes of this policy smoking includes e-cigarettes/vaporizers.

97. Smoking is not permitted on the premises – including all buildings and outdoor areas.

Stress & Wellbeing

98. Uplands Primary School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors.

99. Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Children's Services' and Health & Safety Executive's Management Standards, guidance and requirements.

100. On-site arrangements to monitor, consult and reduce stress situations are in place such as: staff being able to work at home to enable an early finish sometimes, good team work, pastoral support (ELSA) and staff are consulted when any policies that may affect workload are implemented. We have a well-being policy which is part of our induction of new staff.

Traffic Management

101. Arrangements regarding on-site traffic safety are based on the findings from the traffic on site checklist and are set out in the Traffic Management Plan.

102. These measures have then been shared with staff and the relevant provisions communicated to parents/visitors. Driving on site is not permitted at certain times of the day, for example, between 8:15am and 9am when pupils are arriving on site. The main gates are always closed and all drivers have to buzz at the gate to be let in. We have a designated parking space for visitors, chosen as it is easy to park in and reverse out of. We have a space close to the main entrance that is accessible for all members of the school community.

103. Visitors are not allowed to drive in or out of school during pick up or drop off times. Should a visitor request to park a vehicle on the field or playground, they must agree times before the day and be escorted by a member of staff. Under no circumstances can a visitor move a vehicle from the field or playground during break times or when pupils are outside.

Training

104. Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance the with New Staff Induction Checklist.

105. The responsible manager/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.

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

a. Induction training regarding all the requirements of this health and safety policy.

b. Appropriate local training regarding risk assessments and safe working practices.

c. Updated training and information following any significant health and safety change.

d. Specific training commensurate to their own role and activities.

e. Periodic refresher training that will not exceed three yearly intervals.

f. Appropriate annual e-learning courses to meet HCC mandatory corporate training requirements.

107. Training records are held by the Admin Officer 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.

108. It is expected that all staff engage in training. This includes e-learning and reading reminders on briefing.

Violent Incidents

109. Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Uplands Primary School.

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

111. If an adult or child is violent towards a staff member then the incident will be investigated by the Headteacher. As a result, in order to protect the safety and well-being of members of our school community, the adult may be banned from the school site. In such cases the adult will be informed in writing and the Head of Governors will also be informed. If deemed necessary the Police will be called.

112. Support will be given to staff if they are concerned about the potential reaction/behaviour of a parent. For example, we would suggest that they meet the parent in a busy area with someone else present. We will always try to hold Parent's evenings in the hall and no staff member works alone in school out of hours.

113. Any violence between pupils is dealt with in accordance with our behaviour policy. Parents will be informed and any incidences resulting in injury will be fully investigated by senior staff. Staff will monitor the situation and seek support for the pupil from outside agencies if needed. A fixed term exclusion may be issued as a last resort. Parents may be asked to contribute towards the cost of damaged property.

114. If staff need support during an incident then they can use the phrase: *Code red/location/name of aggressor.*

115. This phrase will also be used to inform staff of an incident so that they can keep themselves and pupils safe. During an incident we may intervene with pupils in accordance with our 'Physical Restraint' policy. Following an incident a child will be directed to a safe place to calm down and will work/stay there for as long as staff deem necessary. They will always be supervised whilst calming down. Staff involved in the incidents will keep the correct paperwork. Staff will evaluate the incident and take the appropriate steps to reduce the risk of another incident.

116. Risk assessments will be carried out on vulnerable persons to ensure that they are kept away from any potentially aggressive members of the school community. If leaders are off site then a clear system of support will be discussed before leaders leave and they will be contactable at all times.

117. Violent incident reporting is completely confidential. Violent and aggressive incidents are to be reported using incident reporting system.

Visitors

118. 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.

119. Visitors to the premises must sign in and wear a sticker at all times. Staff are expected to challenge visitors they are not sure about. Visitors will be given a Health and Safety information sheet.

Vulnerable Persons

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

Weather Condition

121. Our site is inspected daily and decisions about closing parts of the site, postponing activities and playtimes will be taken on the day by the SLT and Site Manager. In the event of a full closure, or postponement of an activity such as Sport's day, a decision will be made by the Headteacher and Site Manager taking into account information about the weather at the time. The decision will be made and communicated to all as early as possible.

Work at Height

122. Work at height is always to be undertaken in accordance with the Corporate policy on Work at Height. At Uplands 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.

123. The competent person for work at height on the premises who has attended the Caretaker Support Service Ladder & Stepladder Safety half-day course is our Site Manager and he/she is authorised to:

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

b. Provide step stool instructional training briefs to staff.

c. Carry out periodic inspections of all on-site ladders, stepladders and podium steps.

d. Remove access equipment from use if defective or considered inappropriate for use.

124. 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.

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

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

a. Any work to be carried out at height must be underpinned by a risk assessment.

b. Access equipment selected for work at height must be selected by the competent person and only used as specified in the risk assessment.

c. Any staff working at height must be appropriately trained to use the access equipment Staff are not to improvise or use alternative access methods of their own choice.

d. Use of any furniture, including tables and chairs, is forbidden for any work at height Staff may only use step stools if they have received a local instructional training brief.

e. Staff may only use stepladders if they have attended the Ladder stepladder training or have received training from the ladder and stepladder competent person (using the CSHST Ladder presentation).

f. Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder & Stepladder Safety half-day course within every three years.

127. Any safety concerns about a work at height task must be raised prior to work starting.

128. Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors

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

130. Name of responsible Manager: Christina Dalingwater.