

Red Barn Community Primary School

Reviewed: May 2017

Chair of Governors: Rachel Hughes

Headteacher: Sam Way

Next Review: Summer Term 2018



Health and Safety Policy

*Red Barn Community Primary School
Linden Lea
Portchester, Fareham
Hants.
PO16 8HJ*

Red Barn Community Primary School

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

HCC What you need to do

- Put in place sensible approaches to health and safety, with clear policies that focus on the real risks, and do not encourage unnecessary paperwork.
- Implement arrangements that manage the risks to staff, pupils and visitors who may be affected by the school's activities.
- Tell your employees about the real and significant risks in the school and the precautions they need to take to manage them.
- Make sure your employees have the relevant information and training to manage risks on a day to day basis, including access to competent health and safety advice where needed.

Red Barn Community Primary School

- Check that the control measures have been implemented and remain appropriate and effective (even where funding is delegated in the case of local authority controlled schools).

Key message

Good health and safety is about keeping things simple, being proportionate and focusing on the real risks. Procedures should be clear and concise with assessment of risk being practical – not a paper chase or an exaggeration of risk.

Governors **What you need to do**

- Take reasonable steps to make sure that the school is following the employer's policy and procedures e.g. through regular discussion at governance meetings.
- Ensure staff receive adequate training to enable them to carry out their responsibilities.
- Promote a sensible approach to health and safety, making use of competent health and safety advice when required.
- Work in close partnership with the head teacher and senior management team to support sensible health and safety management and to challenge as appropriate.

Key message

The governing body have a key part to play in tackling risk aversion, helping to provide a wider sense of perspective and helping the school to get the balance right on managing risk.

Headteacher

What you need to do

- Ensure that the school is following the employer's health and safety policy and has effective arrangements for managing the real health and safety risks at the school.
- Maintain effective communications with employers, governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding the significant risks on site.
- Make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility.
- Consult and work with recognised TU safety representatives/employee representatives and safety committees.
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.

Key message

Red Barn Community Primary School

Getting health and safety leadership right is about managing risk sensibly – not trying to eliminate it altogether. Head teachers should provide visible leadership to the whole school so that staff feel motivated, supported and empowered to focus on the things that really matter.

Other Leaders

In some schools the business manager, business leader or bursar takes the lead for health and safety on site. They often provide the focal point for the school's health and safety management arrangements. Their school wide roles may include:

- management and monitoring of purchasing and contracting procedures to ensure risks are effectively managed
- advising contractors of site specific risks and overseeing their activities on site
- ensuring staff and visitors are aware of the on site procedures and the precautions to follow
- accident and incident reporting
- implementation, monitoring and review of training procedures
- preparation of reports and returns for the school leadership team

Heads of Departments and/or Curriculum Leaders have expertise in their topic areas and are often in the best position to advise or lead on the arrangements for assessing and managing risk in their department.

Some schools may appoint a subject specialist or other nominated lead to take a primary role in providing support across the school's range of activities.

Nominated health and safety leads should:

- have sufficient authority to take the lead responsibility for health and safety
- have time, resource and competence to fulfil the role

Key message

Health and safety is not there to constrain learning or to entangle staff in bureaucracy and excessive paperwork. Concentrate on the real risks and involve staff in the process of finding practical and sensible solutions.

Staff - What you need to do

- Take reasonable care for your own health and safety and that of others who may be affected by what you do, or fail to do.
- Cooperate with your employer, fellow members of staff, contractors and others to enable them to make and keep the workplace safe.
- Raise health and safety concerns in line with local arrangements.

Red Barn Community Primary School

Key message

When developing learning opportunities, the focus should be on controlling the real risks, not eliminating all risks.

Health and safety is about doing things safely, not finding reasons not to do them.

Employer Responsibility

The overall responsibility for health and safety at *Red Barn Community Primary School* is held by **Hampshire County Council** who will:

- ensure that health and safety has a high profile
- ensure adequate resources for health and safety are made available
- consult and advise staff regarding health and safety requirements and arrangements
- periodically monitor and review local health and safety arrangements.

Responsible Manager

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

- 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.

All Staff (including volunteers)

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

- **supporting the school health and safety arrangements**
- **ensuring their own work area remains safe and tidy at all times**
- **comply with health and safety arrangements and using equipment appropriately**
- **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.**

Red Barn Community Primary School

Caretaker/Site Manager

Adam Ord 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 (Sam Way). 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 their level of competence and seek appropriate guidance and direction from the Headteacher/Management Team and/or the Children's Services Health & Safety Team as required.

All Teachers and Supervisors

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

Safety Committee *(part of Governors' Resources Committee)*

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

The Safety Committee consists of Adam Ord (Site Manager), Sam Way (Head Teacher) and Mark Walton (H&S Governor), and they meet termly.

Fire Safety Co-ordinator

Sam Way is the fire safety co-ordinator who is the competent person for fire safety on the premises. She attended the required fire risk assessment principles and practice course and will refresh this training every three years (course due 2017 awaiting date). The fire safety co-ordinator delegates the completion of day-to-day fire safety related duties and upkeep of the fire safety manual to Adam Ord. Fire safety induction learning check course completed 05/10/15 refreshed every 3 years.

The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the Headteacher (Sam Way) and/or the Children's Services Health & Safety Team as required.

Legionella Competent Person

Adam Ord is the nominated competent person for Legionella on the premises and acts on behalf of Sam Way 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.

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. Adam Ord will advise the Sam Way of

Red Barn Community Primary School

any condition or situation relating to Legionella which may affect the safety of any premises users. He is to work within their level of competence and seek appropriate guidance and direction from the Headteacher/Management Team and/or the Children's Services Health & Safety Team as required. The course was last completed 29th June 2015 and will need to be refreshed every 3 years.

Asbestos Competent Person

Adam Ord is the nominated competent person for asbestos on the premises and acts on behalf of Sam Way to provide the necessary competence to enable asbestos to be managed safely. He is to annually complete the asbestos e-learning course and all training records are to be retained.

The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. He 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 will advise Sam Way of any condition or situation relating to asbestos which may affect the safety of any premises users. He is to work within his level of competence and seek appropriate guidance and direction from the Management Team and/or the Children's Services Health & Safety Team as required. The course was last completed 25th April 2017 and will need to be refreshed every 3 years.

Accident Investigator

The on-site trained accident investigator is Sam Way who will lead on all accident investigations in accordance with departmental and corporate procedures. This role is supplemented by the safety awareness for **Facilities Manager course** completed by Adam Ord 2nd November 2016.

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 Red Barn Community Primary School and are to be used alongside other current school procedures and 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 and Investigation

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

Any accident, incident or injury involving staff, visitors or contractors is to be reported and recorded in the HCC Accident Report Book held in the school office. A copy of the completed form is to be forwarded to the Children's Services Health & Safety Team in accordance with Children's Services Safety Guidance Procedure SGP 17-07.

Minor accidents to pupils are to be recorded in the *minor accident book* located in the Medical Room (School Office).

Accidents involving children considered to be of a more serious nature than the minor incidents are to be recorded on a CSRF-003 School Accident Internal Report Form which is to be retained on site.

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

Red Barn Community Primary School

All significant accidents, incidents and near-misses are to be immediately acted upon and reported to the Sam Way/Management Team. In addition, near misses need to be recorded in the Red Book in the Staff Room. The trained accident investigator is to always conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent re-occurrence.

The HCC online accident investigation report tool is to be used for the recording/reporting of investigations. The Headteacher (Sam Way) will ensure that the governing body/senior management are appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by an end of term review for trend analysis in order that repetitive causal factors may be identified to prevent re-occurrences.

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

Administration of Medicines

Arrangements regarding medicines are set out in the Administration of Medicines Policy. This is located in the School Office.

Asbestos Management

Asbestos management on site is controlled by the asbestos competent person. The asbestos register as issued by PBRS is located at the Admin Office and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site.

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

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

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to Sam Way/Management Team and or Adam Ord who will immediately act to cordon off the affected area and contact the PBRS 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 Sam Way/Management Team and/or Adam Ord.

Child Protection

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

Community Users/Lettings/Extended Services

Sam Way (Headteacher) will ensure that:

- third parties and other extended service users operate under hire agreements
- a risk assessment for the activity is completed using RATF-047A or RATF-047B
- the premises are safe for use and are always inspected prior to, and after each use
- means of general access and egress are safe for use by all users

Red Barn Community Primary School

- all provided equipment is safe for use
- fire escape routes and transit areas are safe and clear of hazards
- hirers/users are formally made aware of fire safety procedures and equipment.

Contractors on Site

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

All contractors must report to main school office where they will be asked to sign the visitors book and asbestos register, and will be requested to read the school's 'Visitors' Health & Safety laminated information sheet' which will include all relevant details of fire safety procedures and local safety arrangements.

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

Curriculum Activities

All safety management and risk assessments for curriculum-based activities will be carried out under the control of the relevant subject teachers using the appropriate codes of practice and safe working

procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and Hampshire County Council. The appropriate subject teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

Display Screen Equipment

All users must complete the *display screen equipment e-learning course* every year without exception. All users must carry out periodic workstation assessments using CSAF-001 Workstation Assessment Form. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years. The responsible manager is Sam Way.

Electrical Equipment

Full check completed annually in December.

The Headteacher/responsible manager will ensure that:

- only authorised and competent persons are permitted to install or repair equipment
- where 13-amp sockets are in use, only one plug per socket is permitted
- equipment is not to be used if found to be defective in any way
- defective equipment is to be reported and immediately taken out of use until repaired
- all portable electrical equipment will be inspected/tested at intervals of twelve months
- equipment testing/inspection can only be carried out by a competent person
- the competent person to be used is Adam Ord
- **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**

Red Barn Community Primary School

- Adam Ord must be aware of all new equipment in order that it can be added to future PAT testing schedules.
- When using electrical equipment staff must carry out a visual check on the condition and report any defects to Adam Ord. If safe to do so remove item from circulation.

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

Emergency Procedures (*critical incident & emergency plan and emergency evacuation plan reviewed half termly*)

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.

There is a lockdown procedure where children and staff are to remain securely within the school buildings.

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

Personal Emergency Evacuation Plans are to be completed, provided and exercised 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. Sam Way 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.

Sam Way will ensure that:

- all staff complete the mandatory *fire safety induction e-learning course* every year
- fire safety procedures are readily available for all staff to read
- fire safety information is provided to all staff at induction and periodically thereafter
- fire safety notices are posted in the key areas of the building close to the fire points
- evacuation routes and assembly points are clearly identified
- staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
- all staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked *flammable*
- fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual
- the fire risk assessment is reviewed annually by the fire safety co-ordinator and amended as new hazards or required amendments are identified.

First Aid

Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff on site are listed in the First Aid Policy and in the school's First Aid room.

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.

Red Barn Community Primary School

General Equipment

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

Good Housekeeping

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

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

Hazardous Substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by Sam Way. The premises COSHH assessor acting on behalf of the responsible manager is Adam Ord under the direction of Sam Way who is COSHH accredited. The course was completed 12th October 2016 and will be refreshed every 3 years.

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

All hazardous substances are to be stored in the secure and signed storage when not in use, which is located in Adam's Office. This is to remain locked at all times.

Inspections and Monitoring

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

Monitoring and inspections of individual departments will be carried out by teachers, the Site Manager (Adam Ord) and the Health and Safety Governor (Mark Walton).

Routine documented inspections of the premises will be carried out every *half-term* in accordance with the premises monthly inspection schedule the Site Manager (Adam Ord) and the Health and Safety Governor (Mark Walton). Inspection findings are to be recorded on the locally adapted CSAF-005/CSAF-010 Monthly Premises Safety Inspection Checklist.

Red Barn Community Primary School

Defects identified during these routine documented inspections are reported and recorded in the defect book. Any identified high level risks or safety management concerns are to be actioned at the earliest opportunity or the next Governors' Resources meeting.

Periodic detailed inspections of the premises' safety management system will be carried out every year by Site Manager, Head Teacher and Health and Safety 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 staff in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is HC3S (Hampshire Caterers). 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.

The Children's Kitchen is an area used under trained staff supervision only after reading the risk assessment.

Lone Working

All lone working is to be approved by Sam Way and is to be carried out in accordance with the premises lone working risk assessment and the local written procedures. The lone working arrangements for staff who may undertake lone working on this site are contained within the Lone Working Policy, located in the H&S file.

Minibuses

All minibus drivers must have completed MIDAS training prior to being permitted to drive minibuses.

Moving and Handling

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

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

Off-site Activities

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

Physical Intervention

Arrangements regarding physical intervention are set out in the **Physical Intervention Policy**. Physical awareness training is led by the Educational Psychologist every 3 years.

Provision of Information

Red Barn Community Primary School

Sam Way will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises.

Training is provided throughout the year and all are required to attend, and sign that they have done so.

Local health and safety advice is available from Sam Way and the Children's Services Health & Safety Team can provide both general and specialist advice. The schedule is retained in the Health & Safety folder.

The Health and Safety Law poster is displayed in the Staffroom.

Risk Assessment

General risk assessment management will be co-ordinated by Sam Way in accordance with guidance contained in the Children's Services Safety Guidance Procedure SGP 01-07.

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

The trained risk assessor on site who is Sam Way 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.

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

Completed risk assessments are listed in the Risk Assessment File and will be reviewed periodically in accordance with each risk assessment's review date.

Security

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

Smoking

Smoking is not permitted on the premises.

Stress and Wellbeing

Red Barn Community Primary School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors.

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

On-site arrangements to monitor, consult and reduce stress situations are identified within the Stress Risk Assessment and staff have access to Employee Support Line. **0800 0305182**

Traffic Management

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

Red Barn Community Primary School

Training

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with CSAF-017 New Staff Health & Safety Induction Checklist.

Sam Way 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. Linda Mingay conducts an initial Induction to the school referring to Health & Safety Policy.

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

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

Training records are held by Sam Way who is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

Violent Incidents

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

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

Violent incident reporting is completely confidential. Violent and aggressive incidents are to be reported using CSRF-001 Violent Incident Report (VIR) Form in accordance with Children's Services Safety Guidance Procedure SGP18-07.

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 a badge, asked to sign in and read the visitors H&S information.

Supply Teachers

For other visitors there is an information sheet with key information issued by subject teachers.

Governors

Additionally to this there is a Governor Visits Protocol booklet for the information of all governors and staff.

Red Barn Community Primary School

Work at Height

Work at height is always to be undertaken in accordance with the Children's Services Safety Guidance Procedure SGP 23-08. At Red Barn Community Primary School general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The competent person for work at height on the premises who has attended the Caretaker/Site Manager Support Service Ladder & Stepladder Safety half-day course is Sam Way and she is authorised to: "Check to see AO done"

- use steps, stepladders and leaning ladders in accordance with their training
- provide stepladder and steps training to staff using the Children's Services *Stepladder & Steps Safety* user training presentation
- carry out periodic inspections of all on-site ladders, stepladders and podium steps
- remove access equipment from use if defective or considered inappropriate for use.

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

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

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

"to complete"

APPENDICES (Located in the photocopier room)

- A. Administration of Medicines policy
- B. Child Protection Policy
- C. Emergency Evacuation Plan
- D. Fire Safety Manual
- E. First Aid Policy
- F. Physical Intervention Policy
- G. On-Site Security Policy & Procedures
- H. On-Site Traffic Policy & Procedures
- J. Lone Working Policy & Procedures
- K. Mobile Telephone instructions
- L. Driving at Work to HCC safety guidance
- M. Ice & Snow Plan