

Kempshott Junuior School

Health and Safety Policy

to be read in conjunction with COVID-19 Risk Assessment

Policy Ratified by Governing Body	20 May 2021	Review Annually
Date of Review	Summer Term 2021	
Date of Next Review	May 2022	

Safeguarding Statement

At Kempshott Junior School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Kempshott Junior School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

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 Kempshott Junior 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 & 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:

- Develop a safety culture throughout the school and 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 regularly review all local safety policies and procedures.

All Staff (including volunteers)

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

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

Site Manager

The Site Manager is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the 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 their level of competence and seek appropriate guidance and direction from the Head Teacher and/or the Children's Services Health & Safety Team as required.

On-Site Health & Safety Officer - Site Manager, Mr Kiddle

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 Head Teacher. He is to work within their level of competence and seek appropriate guidance and direction from the Head Teacher and/or the Children's Services Health & Safety Team as required.

All Teachers & Supervisors Including Breakfast and Afterschool Club Leaders

The responsibility of applying local safety procedures on a day-to-day basis rests with the SLT Teachers, Club Leaders and Supervisors. Where any new process or operation i.e. Afterschool Clubs and activities are 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.

Full Governing Body/Health and Safety Committee

The purpose of the FGB and/or Health and Safety Committee is to assist in the assessment of safety related matters and provide appropriate support to the Head Teacher. They are 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. The FGB will ensure staff are kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

The FGB consists of staff and governors and they meet each half term.

Fire Safety Co-ordinator - Mr Kiddle

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 regular upkeep of the Fire Safety Manual.

The Fire Safety Co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the Head Teacher and/or the Children's Services Health & Safety Team as required.

Health & Safety Representative

The premises health and safety representative (The Site Manager) will represent the staff with regard to their health and safety at work. The Site Manager is expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

Legionella Competent Person – Mr David Kiddle, Site Manager

The Site Manager is the nominated competent person for Legionella on the premises and acts on behalf of the Head Teacher to provide the necessary competence to enable Legionella to be managed safely. The Site Manager is to annually complete the Legionella courses and all recommended H.C.C. e-learning course/s 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. He will advise the Head Teacher of 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 Head Teacher and/or the Children's Services Health & Safety Team as required.

Asbestos Competent Person – Mr David Kiddle, Site Manager

The Site Manager is the nominated competent person for Asbestos on the premises and acts on behalf of the Head Teacher 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 the Head Teacher of any condition or situation relating to asbestos 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 Head Teacher and/or the Children's Services Health & Safety Team as required.

Accident Investigator - Mrs Craig, Head Teacher

The on-site trained Accident Investigator is the Head Teacher (in her absence the SBM and Site Manager) will lead on all accident investigations in accordance with departmental and corporate procedures.

ARRANGEMENTS

The following arrangements for Health and Safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. (The **Regulations** were introduced to reinforce the **Health and Safety at Work Act 1974**)

These arrangements set out all the health and safety provisions for Kempshott Junior 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 *N.B. Procedure change wef 1/4/16*

<http://intranet.hants.go.uk/healthandsafety.htm>

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

Minor accidents to pupils are to be recorded in the minor accident log book located in the Medical Room.

All accidents/incidents *excluding minor child accidents recorded in the local accident book, kept in the Medical Room*, including 'near misses', dangerous occurrences, and violent incidents are to be reported using the new web form.

All accidents will require a very simple local investigation, once the accident report has been submitted.

Schools no longer are required to report accidents through to HSE – Health & Safety Executive, under the Reporting Injuries, Diseases and Dangerous Occurrences Regulations – RIDDOR. Children's Services will complete these and submit on the School's behalf. They will complete an F2508 and send to the HSE and a copy of this form will be emailed to the school.

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

All accident/incident reports will be monitored by the Head Teacher & Governors, termly, for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

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

Administration of Medicines

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

Supporting pupils with Medical Conditions

The Governing Body must ensure that arrangements are in place to support pupils with medical conditions. The focus must be on the needs of each individual child and their respective needs, so it is imperative that the School, the local authority, health professionals and other support services should work together to ensure that children with medical conditions receive a full education – ref '**Supporting Pupils with Medical Conditions**' DfE document, statutory guidance for Governing Bodies, September 2014.

Individual Health Care Plans (IHCP) will be drawn up in partnership with appropriate Healthcare Professional.

Asbestos Management

Asbestos management on site is controlled by the asbestos competent person – Site Manager, Mr David Kiddle. The Asbestos Register as issued by PBRS is located in 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.

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 the Head Teacher and/or the asbestos competent person 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 the Head Teacher and/or asbestos competent person.

Child Protection

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

N.B. Any concerns relating to child protection issues must in the first instance be reported to the Head Teacher, Mrs F. Craig, CPLO (DSL) Officer or/and Deputy Head Teacher, Mrs Sam Clifton CPLO (DSL) Officer. In their absence, Miss Williams, ELSA & Inclusion.

'The Prevent Duty' must also be read in conjunction with The Health & Safety Policy, Child Protection Policy, Staff code of Conduct and Safeguarding Policy,

Community Users/Lettings/Extended Services

The Head Teacher 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 is safe for use and is always inspected prior to, and after each use.
- Means of general access and egress are safe for use by all users.
- All provided equipment is safe for use.
- Fire escape routes and transit areas are safe and clear of hazards.
- Hirers/users are formally made aware of fire safety procedures and equipment.

Contractors on Site

HCC approved contractors are almost always 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.

Contractors must sign the Visitors Book and Asbestos Register, and will discuss with the Site 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.

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

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant class 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. Class 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.

Electrical Equipment

The Head Teacher will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported & immediately taken out of use until repaired

- All portable electrical equipment will be inspected/tested annually
- Equipment testing/inspection can only be carried out by a competent person.
- Private electrical equipment is *not* to be brought onto the premises or used unless its use is approved by management *and it has been tested*
- New equipment must be advised to the Site Manager in order that it can be added to future PAT testing schedules

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

Emergency Procedures

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 other emergencies, including a 'Lock-down' procedure, which relates to an emergency situation, whereby it is necessary for all pupils and staff *not* to 'evacuate' the building but to remain indoors for safety from a violent/dangerous intruder or an external environmental hazard ie, a chemical spillage, serious weather conditions etc.

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 /Lock-down 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. **The Fire Safety Co-ordinator**, Mr David Kiddle, Site Manager, 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 Head Teacher will ensure through the fire safety co-ordinator 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 – to be read in conjunction with, *Supporting Pupils in School with Medical Conditions, Asthma & Administration of Medicines*

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.

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

Whilst attending pupil/staff illness or accident, personnel *awaiting* their First Aid Training must seek advice/guidance by qualified member of staff.

General Equipment

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

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

Glazing

Glass and glazing on site, have been surveyed by Property Services and risk assessed by the school, to ensure that there is suitable safety glass in the area which the glazing is located, this includes taking into account the activities undertaken and types of children at the school. The survey and assessment are kept electronically by the school and by Property Services. The survey and assessment is reviewed and updated when there are changes to the premises and/or upon instruction from Property Services.

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
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported

Hazardous Substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the Head Teacher. The premises **COSHH** Assessor acting on behalf of the Head Teacher 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 to be stored in the secure and signed storage when not in use, which is the cupboard in the Site Manager's room for this purpose. 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 the Site Manager.

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

Routine documented inspections of the premises will be carried out every month/half term as required, in accordance with the premises inspection schedule. Inspection findings are to be recorded on the locally adapted CSAF-005/CSAF-010 Premises Safety Inspection Checklist.

Defects identified during these routine documented inspections are to be immediately reported to Head Teacher and recorded in the defect book for the attention of the Site Manager and discussed at weekly team brief. Any identified high level risks or safety management concerns are to be actioned at the Governor meetings.

Periodic detailed inspections of the premises' safety management system will be carried out every year by the Site Manager, Head Teacher and 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**. 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 including Ash Kitchen and food preparation areas are agreed and reviewed alongside this Policy (see appendix).

Legionella Management

Legionella management on site is controlled by the Legionella competent person/Site Manager, who will manage and undertake all procedures regarding Legionella in accordance with Children's Services Safety Guidance Procedure SGP 13-07. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes.

Lone Working

All lone working is to be approved by the Head Teacher 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 in accordance with the Lone Working Policy.

Minibuses (N/A)

The Site Manager is responsible for the operation and maintenance of minibuses in accordance with requirements set out in the HCC corporate Minibus Policy. All minibus drivers must have completed MIDAS training prior to being permitted to drive minibuses.

Moving and Handling

All staff must receive training from our Site Manager and/or 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. The Site Manager is expected to undertake regular physical work which would typically include significant moving and handling, so therefore he must attend a formal moving and handling course specific to the work requirements.

Off-Site Activities

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

Physical Intervention

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

Provision of Information

The Head Teacher 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.

Local health and safety advice is available from the Site Manager and the Children's Services Health & Safety Team can provide both general and specialist advice.

The *Health and Safety Law* poster is displayed on the H&S notice board in the Staff Room.

Risk Assessment

General risk assessment management will be co-ordinated by the Site Manager, School Business Manager and Head Teacher 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 the Site Manager will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate Risk Assessment training and knowledge and understanding in each area of work.

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

Completed risk assessments are listed on the network Risk Register and will be reviewed periodically in accordance with each risk assessment's review date as listed for review.

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 and E-Cigarettes/Vaping

Smoking and E-Cigarettes/vaping is not permitted on the premises.

Stress & Wellbeing

Kempshott Junior 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 Children's Services' and Health & Safety Executive's Management Standards, guidance and requirements.

On-site arrangements to monitor, consult and reduce stress situations are through the Well Being Working Party, the Headteacher and Governors who actively monitor 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.

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.

Training

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

The Head Teacher 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 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 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.

Violent Incidents

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Kempshott Junior 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 – NB. wef 2017 these reports are completed on line, 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, fire safety/lockdown & First Aid information to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will be provided with a **safety leaflet** (displayed) and issued with badge once they have signed the log book in the front entrance.

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 Kempshott Junior School general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

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

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to staff in accordance with SGP 23-08
- 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 step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have received training from the ladder and stepladder competent person
- Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder & Stepladder Safety half-day course within every three years
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment

APPENDICES filed on school network/Admin & Finance Office

- A. Guidelines for specific areas of Health and Safety
 - 1. Health and Safety Leaflet for Visitors
 - 2. Evacuation/Lock-down Procedures
 - 3. Staff Training
 - 4. Risk Assessments

- B. Administration of Medicines Policy
- C. Child Protection Policy
- D. Emergency Evacuation Plan
- E. Fire Safety Manual
- F. First Aid Policy
- G. Physical Intervention Policy
- H. On-Site Security Policy & Procedures
- I. On-Site Traffic Policy & Procedures
- K. Lone Working Policy & Procedures

Policy issued: November 1999 (1 -3 yrly review) KJS review H & S Policy annually
Approved by: Head Teacher
Ratified by: Governing Body December 1999 and annually thereafter
<i>To be read in conjunction with Kempshott Junior School COVID-19 Risk Assessment</i>

Appendix A

Guidelines for specific areas of Health and Safety

Specific hazards and areas of risk have been identified:

1. Accidents
2. Cookery
3. Cycling to school and control of vehicles on site
4. Fire
5. Hall
6. Materials and tools
7. Off site activities
8. Outside play equipment
9. Pond
10. Site security
11. Supervision before and after school and at playtimes and lunch times
12. Car park and control of vehicle on site
13. Staff health and welfare
14. Totally smoke free site

Monitoring and Review of Health and Safety Arrangements

The Health and Safety Policy will be reviewed in full on an annual basis. A Governor will undertake an annual health and safety Inspection and report to the Full Governing Body. The check will be used to prioritise need and inform planning. The site maintenance defect book will be used to ensure immediate actions are carried out as necessary. The Governing Body will also be responsible for monitoring the number of incidents and accidents to both staff and children and address any matters of concern.

The Governing Body is committed to making all staff and visitors aware of their collective and individual responsibilities towards good Health and Safety practices and procedures. The Head is responsible for communicating the contents of the Policy and its attendant procedures to all staff and for arranging whatever training is deemed necessary and applicable. All new staff and Governors as part of the induction programme will be advised on safety procedures and associated contingency plans.

Risk assessments have been undertaken for all areas / activities within school and a file is kept in the school office for easy access.

1. Accidents

Procedures for Recording Accidents

All accidents requiring treatment of any kind need to be recorded on the forms in the medical room.

The following details need to be recorded:

- The name of the child
- The date
- The injury with a brief comment on circumstances e.g. Fell in the playground
- Place injury occurred
- Time of accident
- If it is behaviour related
- Action taken
- etc ...

Disposable gloves should always be used when dealing with blood and then be placed in the yellow medical bin

First Aid Procedures

- First Aid equipment is kept in the First Aid Room
- All accidents must be reported in the Accident Book which is kept in the Medical Room
- In the case of a serious injury, the Admin Team will try to contact a parent or guardian
- Should a hospital visit be considered necessary and a parent or guardian cannot be contacted then the ambulance service should be called. They should be given clear directions to find the school and a member of staff posted to await their arrival and take them directly to the injured party
- Any adult dealing with an injury where blood is involved should avoid direct contact with their own skin and wear disposable plastic gloves
- Most grazes and cuts can be dealt with by applying a wet towel and some pressure. Plasters may only be applied if deemed necessary and if the child does not have a known allergic reaction to elastoplast, with instructions that it must be removed that evening for parent's attention. Instead, lint may be applied and held in place with strips of tapes
- NO CREAMS OR ANTISEPTIC are to be applied to any injury unless prescribed or signed in by Parent

First aid boxes/bags for school journeys are stored in the medical room as well as other items required to be on hand during a journey/off site activity. Lead adult to ensure that first aid kits are adequately stocked for trip.

If a child sustains a 'bumped head' or an injury, which causes concern, in addition to recording the accident and alerting the teacher, admin will send a text to the parent to let them know and to inform them of the signs and symptoms of a head injury. Or explain the accident to the parents, who will be given the option of coming to school to check the child themselves, or leave the child at school, to recover and return to class. A child with a head injury should be looked at by two first aiders. Any child that goes home will be recorded as having done so and the class Teacher informed.

The accident book needs to be 'signed' by the attending adult.

Any major accident or injury is to be 'recorded' and reported on line as previously detailed in the Health & Safety Policy

The Head Teacher is to ensure that the governing body is informed of all accidents of a serious nature and dangerous occurrences.

School staff are expected to take reasonable action as responsible adults, to deal with injuries, etc., that children sustain until the child can, if necessary, receive professional medical treatment.

If a child needs to go to the surgery or the hospital in an emergency, parents should be informed immediately. If a parent is unavailable, a member of staff should accompany the child acting 'in loco parentis'.

Accident Investigation

All significant accidents or incidents and near-misses are to be reported to the Head Teacher. A documented investigation into the incident is always to be carried out in order to identify the cause of the accident and to implement measures to prevent reoccurrence. Investigations are essential in order that accidents, damage to equipment and property, and losses, are kept to a minimum. Contractors must report any accidents to the Head Teacher. The on-line accident investigation form will be completed by the Head Teacher/SBM following the investigation.

Staff Accidents

Accidents to staff must also be reported and a record kept in the Accident Book, which is kept in the school office. Serious accidents/incidents require the online web form to be completed and submitted to Children's Services.

2. Cooking

- All people handling food or food areas should first wash their hands thoroughly.
- Wipe the table with disinfectant spray.
- All people handling food should wear a protective apron.
- All equipment must be stored in a clean cupboard.
- Wooden equipment must not be used.
- All equipment must be thoroughly cleaned. Washing up must be done either in the staff room or in the food technology area using detergent.
- Perishable foods such as margarine, eggs and milk must be stored in the refrigerator and staff must be aware of dates when products must be used by.
- At the end of each session, all food must be covered or put in the refrigerator according to the guidelines for storing food in a refrigerator.
- Use the oven gloves for hot dishes.
- Food spilt on the floor **MUST** be thrown away and the floor made safe.
- The cooker must be cleaned thoroughly.
- Where food is to be tasted it must first be cut into bite size pieces and/or each child should have a teaspoon, which is washed after each taste.
- Children should not eat with fingers or scrape bowls during food preparation.
- Hair should be tied back.

Food Safety Training is provided to appropriate staff who are involved with food handling/cookery (see Training File)

Food Preparation Area

- Only authorised staff are allowed access to the school's kitchen area
- Permission for access must be sought from the manager or Head Teacher
- All catering staff are to operate within the requirements of the Food Standards Act 1999 and follow the Food Standards Agency and Hampshire County Council guidance. (The Food Standards Act 1999 gives the Food Standards Agency (FSA) its functions and powers. The FSA aims to protect public health.)

3. Cycling to School and Control of Vehicles on Site - to be read alongside the *Cycling to School Policy*.

- Children may only cycle to school when they have passed the Cycling Proficiency Test.
- Children must apply for a Cycling Permit
- They must wear a cycle helmet.
- Parking of cars is not allowed in the turning circle.
- Due to lack of space, parents may not park within the school grounds when delivering or collecting children.
- Children must not use the roadway by the kitchens. They must use the pathway at the front of the school to access the playground and classrooms.
- Contractors must register with the school office and obtain permission to drive on the school site.
- All staff are advised to reverse into a designated parking space so that they have clear visibility when leaving.

4. Fire Safety Arrangements

The emergency plan has been developed following completion of a risk assessment required under the Fire Precautions (Workplace) Regulations 97. (See Fire Safety Manual and Record Book). The plan will specify action staff and other people need to take in the event of a fire. It will cover all operational phases of the school.

Fire Risk Rating

The fire risk rating of the school by County is low. The rating applies to all operational phases i.e. Term time, holiday periods and during the evenings.

Alarm System

Type:	Electric break-glass with bell sounders
Maintenance:	Service contract arranged by Property Services Department
Routine testing:	Different call points tested weekly by the Site Manager

Fire Extinguishers

These are located as per attached plan and are serviced annually by a contractor. A record of works actioned will be updated to ensure a rolling programme of replacement is maintained.

Means of Escape and Emergency Exits

These are shown on the attached plan. Adequate means of escape depending on levels of risk will be available in all operational phases. When the school is in session the designated exits can be opened from the inside without use of a key. At other times staff will be responsible for assessing the level of risk and maintaining adequate means of escape.

Evacuation Procedures

School evacuation (fire drill) will be carried out at least termly. The evacuation will take place at different times of the day to ensure whole school community aware of evacuation procedures. The time and length of the evacuation is recorded in the Fire Safety manual, which is kept in the school office.

Fire safety notices, giving details of evacuation procedures, must be clearly displayed in all areas of the premises in a prominent position.(Action to be taken in the event of a fire). Designated staff are responsible for ensuring that any child with a disability is supported in the event of an evacuation. All fire doors and toilets also have nominated staff responsible for checking and shutting doors.

It is a legal requirement that class registers are completed at the beginning of each session, morning and afternoon (wef: Summer Term 2017 the Registers are completed on line (SIMS) in

each classroom and subsequently, checked promptly by the Admin staff in the school office. All staff, visitors and contractors must 'sign in' and 'out' on entering and leaving the building. Visitors should have access to the Health and Safety Information sheet and fire safety arrangements whilst on the premises. (Staff/Visitors file/Fire Register) It is the responsibility of the Reception staff to ensure the information is available and received.

The Green Room – the modular classroom, has an independent Fire Alarm system which is not linked to the main School Fire system, so it is important for this alarm bell/system to be tested in conjunction to the main school fire alarm on a weekly basis. All staff are required to sign in at Reception before entering the Green Room and likewise to 'sign out' upon departure. In the event of the Fire/Evacuation alarm being activated, a telephone call from the School Reception to the Green Room is made immediately, to ensure all occupants are aware of the emergency evacuation and a sweep of the building is undertaken upon evacuation, to ensure all staff and pupils have vacated the building.

The fire alarm bell is clearly audible, both internally and externally and the alarms are tested every week and a record is kept. The Fire Bell is to be activated for any other emergency evacuation incidents which may possibly arise, including bomb alerts. Fire exits are clearly signed and it is the responsibility of the Fire Safety Officer/Site Manager, to ensure exits are kept clear and free from obstruction and unlocked during occupation of the building. There is an additional alarm bell which is an intermittent alarm, and to be activated for any 'security lockdown emergency'. This also requires testing alongside the Fire Alarm. The procedure for the 'security lockdown' is covered in the School Emergency Management Plan.

Fire extinguishers are maintained annually and any necessary maintenance undertaken. A fire risk assessment is carried out annually and reported to the Governing Body.

People with Special Needs/Medical Needs

Discussions will be held with people with special needs to see how their individual needs can be met. A **PEEP** Risk Assessment Form is completed annually or more frequently, as required if necessary. The school will work collaboratively with all those involved with supporting any child or member of staff, with special/medical needs, to ensure that the needs of pupils/staff with medical conditions are met effectively.

Fire Precautions

- Do not store flammable materials near a source of heat.
- Ensure fire exits are always accessible, clearly marked and kept clear ready for emergency evacuation.
- Do not store spirits, paraffin, petrol or solvents (including Tippex) within reach of children and keep them away from direct heat.
- Keep matches in a locked drawer or a high shelf in a cupboard.
- Do not use naked flames as part of any free choice activity.
- Always closely supervise any activity, such as birthday celebrations, which use lighted candles.
- Keep material displayed/stored in corridors to a minimum.
- Rubbish and waste materials are not allowed to accumulate

No storage of combustible materials in unsuitable locations e.g. paint in boiler room

Contractors

The Head Teacher and/or Site Manager will liaise with contractors working at the school so that fire safety is not compromised during their activities. Contractors are expected to comply with the school's Health and Safety Policy and any instructions in work orders/specifications issued by the County Council.

Staff Training

Staff training to be undertaken as part of Induction of new staff by a health and safety representative in school and at least on an annual basis unless changes in legislation.

Records and Monitoring

Records will be kept of routine fire safety checks, drills, maintenance of equipment and staff training. Fire drills will be undertaken at different times of the day to ensure the school can be quickly evacuated in any eventuality including the Breakfast Club and the Afterschool Club. These will be monitored by the Head Teacher and Buildings, Health and Safety Committee once a term.

Review

The plan will be reviewed following termly fire drills and if changes in layout or use of the building are made.

Fire Extinguishers

If the fire is possible to control fire extinguishers placed around the building can be used except in the case of CHEMICAL or ELECTRICAL fires, which should be dealt with by the fire brigade. A member of staff should only use an extinguisher if they are confident and once all children have been directed safely out of the building.

Fire Procedures

1. The first person to notice or be notified of a fire should sound the alarm by breaking the glass of the nearest alarm.
2. The fire alarm is linked to the Fire Station, otherwise the Administrative Team, Head Teacher or Deputy should dial 999. Phones are situated in the office and Head & Deputy Head Teacher's office.
3. On hearing the alarm, Reception staff will telephone the 'Green Room' (modular classroom) to instruct their evacuation. Staff should direct children out calmly through the nearest door and accompany them to the assembly points marked on the lower playground.
4. Children in the hall should leave by the doors leading to the playground and proceed to the assembly point.
5. Office staff will leave the building with the Class Registers which they will give to the Teachers for a roll call. (It is essential that registers be updated when children arrive late.) The Staff and Visitors 'signing-in' Books should also be taken by the Admin Team, for a roll call.
6. The Head Teacher or Deputy Head Teacher will be responsible for ensuring that no children or staff are left in the building.

Fire Procedures at Lunch Times

On hearing the fire bell, the supervisory assistants will clear the hall and collect the children lined up in classes already outside to their assembly points. All toilet areas must be checked and fire doors shut as the building is cleared.

The Head Teacher or Teacher in charge will ensure that the building is empty and delegate the task of telephoning the fire brigade if required. N.B. Kempshott Junior School's fire alarm automatically alerts the Fire Station.

Breakfast & Afterschool Clubs

On hearing the fire bell, the Club Supervisor and assistants will swiftly guide all of the children outside to the assembly point.

The Club Supervisor must ensure they have the Clubs Register with them for a roll-call and have the children's contact details with them also for when it is deemed necessary to contact the parents.

NO ONE SHOULD BE ALLOWED TO RETURN TO THE BUILDING UNTIL IT IS DECLARED SAFE.

5. The School Hall

Class Activities

The class Teacher has a duty of care during any class activities in the hall. The school Policy for safety in PE must be observed and the class Teacher must make children, teaching assistants and other helping adults aware of the requirements of the Policy.

PE

Students must be supervised when taking a PE lesson involving gymnastic equipment. All children will change into suitable clothing for the activity in which they will participate. During PE lessons, long hair should be tied back. Teachers should, where possible change into appropriate clothing for outdoor games. (This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur). Teaching staff must insist on good behaviour in the hall at all times.

Jewellery

Children must not wear jewellery, which may present a risk to them or others. Ears that have only just been pierced should have the studs covered by micropore tape. Staff are not to remove ear-rings.

Lunch Times

Safety in the hall at lunch times is the responsibility of the senior supervisor and supervisory assistants under the management of the Head Teacher or other Teacher in charge.

The senior supervisory should ensure that supervisory staff are aware of the behaviour plans for each year group and the use of the outside equipment. The cook in charge is responsible for ensuring the hall floor is clean and safe for the afternoon session.

Equipment

All equipment is checked and serviced regularly and records are kept. Staff are requested to report any concerns to the Head Teacher or Health and Safety Representative.

6. Materials and Tools

The door to the caretakers room must be kept closed/locked at all times and cleaning/hazardous substances stored on a high shelf. Safety data sheets need to be updated regularly and a second copy kept in the office. Stock must be audited regularly and any excess stored in the locked store. Stock stored in the caretaker's store will be audited annually.

Any equipment in school should be used safely and for its intended purpose only. Equipment identified as defective should be taken out of use immediately and labelled accordingly. Administration staff should be informed immediately in order that arrangements for repair / replacement can be made swiftly. The Site Manager is responsible for security marking new equipment and the Admin team for entering them into the inventory log (kept in office).

Electrical

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- The use of adaptor sockets and multi-socket adaptors is not permitted
- Protective outer sleeves of electrical cables are to be firmly secured within the plug
- Where the outer sleeve is not secure within the plug, and a wire is visible, a qualified person is to be contacted to rewire the plug correctly
- Electrical equipment that is known to be, or is suspected to be faulty must not be used and should be removed from use immediately

- All electrical equipment must be tested annually by a qualified engineer
- All electrical equipment is to be inspected in accordance with the Electrical Policy
- 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
- Avoid trailing leads that may trip and from placing electrical equipment within 1 metre of water

When children are involved in using various materials and tools in the course of their work in Science and Design Technology, staff should take reasonable precautions to ensure safe working practices.

Children should be taught the correct use of tools, including scissors and be made aware of the possible consequences of their actions on others

Teachers should identify activities, which require close supervision eg. using tools, heating substances and such activities should have an adult ratio of 1:1 (if using saws) or 1:3 maximum, to ensure safety is a priority

If in an emergency the Teacher is required to leave the room and no other adult is present to supervise, the children should stop work and all dangerous tools should be removed.

Children should be trained in the necessary aspects of personal hygiene and good work practices e.g. Care of tools and clearing away, wearing of protective gloves when working with soil

Avoid trailing leads that children and staff may trip over and from placing electrical equipment near water.

Ensure extinguishers / damp cloths are nearby if working with candles and that children are protected from heat sources such as the cooker

Be aware of warning symbols on products and ensure all materials and tools are stored safely

Children should not be asked to plug/unplug mains equipment

Teachers should be aware of the need for safe storage of pins, staples and staple guns

Further guidance can be obtained from ‘Make it safe – safety guidance for the teaching of Design Technology at Key Stage 1 and 2’ produced by the National Association of Advisors and Inspectors in Design Technology and the Science Guidance Cards (these indicate safety guidelines for each area of the science curriculum and half termly units of work indicate the appropriate guidance for staff to use) which can be found in the Resource Room.

Hazard Reporting Procedures

Staff should be alert to hazards at all times and report any concerns immediately to the Head Teacher or Deputy Head Teacher.

Slips, trips and falls account for a high percentage of injuries in school. It would be unrealistic to expect children not to fall, particularly at playtime. However, staff should be alert to, and report, any condition considered hazardous. Such conditions can include uneven surfaces, holes, wet or slippery surfaces, worn carpets and trailing cables.

Control of Substances Harmful to Health (C.O.S.H.H.)

1. A risk assessment of substances hazardous to health is carried out on an annual basis by the H & S Representative/Site Manager.
2. Data sheets, relating to the cleaning agents / chemicals in use, are provided by the LA or the Cleaning Agency. All harmful substances must be appropriately labelled and stored out of the children's reach.
3. In term time, the Site Manager's cupboard should be kept locked during the school day.

4. Protective gloves should be worn when using cleaning agents or substances which have been deemed hazardous.
5. No new materials or chemical substances are to be brought into use unless a COSHH assessment under the Control of Substances Hazardous to Health Regulations 2002 has been carried out and clearance given for use by the Head Teacher
6. Staff must not attempt to use a harmful substance unless suitably trained to do so.

Defective Equipment

- Defects in equipment must be reported to the management
- It is to be removed from use and quarantined immediately and it is to be clearly marked as faulty until its repair or replacement
- A report is to be entered in the on-site Equipment/PAT Log

Legionella Safety

All procedures to prevent an outbreak of Legionnaires Disease are laid down in the Legionella Guidance/Legionella Log Book and these requirements (according to Children's Services) are to be followed at all times.

7. Off-Site Activities

Approval

Approval for any off-site activity must be sought from the Head Teacher to whom the authority to approve off-site activities has been delegated by the governing body. A detailed form must be filled in by the group leader, which is on the network. It is recommended that staff visit the proposed site ahead of any visit to assess any potential risks. Trips should be recorded on the EVOLVE website, which provides nationally accepted good practice and procedures. County require all information regarding the trips to enable them to support the school, in the event of emergencies.

Supervision

Each group of children shall be accompanied by at least one suitable adult (DBS cleared) and the overall ratio of adults to children will be a maximum of 8 children to 1 adult (this will be amended for children aged under 5 when the ratio will be 6 children to 1 adult – HCC Guidance).

If the group has children with particular needs, then the above ratio will need to be adjusted accordingly to allow appropriate supervision for all. Guidance will be sought before undertaking the trip from the Head Teacher on an agreed ratio.

A minimum of 2 adults should accompany any group larger than 8 children leaving the school site.

Parents/assisting adults must be fully informed by the supervising Teacher concerning their role and any other relevant information. Adults helping in school are required to complete DBS forms to ensure they comply with the regulations. Until confirmation is received confirming their suitability, they must work under the supervision of an employee of the school and are NOT allowed to work with the children out of sight of this adult.

Travelling Arrangements

On a visit involving transport, the following should be accessible:

- Plastic gloves.
- First aid kit – contents to be checked before trip.
- List of adults and children travelling on that transport, school name/address/contact number.
- Drinking water and cups.
- Sick bags, paper towels and tissues.
- Change of clothes.
- Plastic bags.

- Medication for individual children as appropriate.
- The Teacher in charge will ensure that a laminated copy of action necessary in the event of a serious accident is in the vehicle.

A coach company recommended by HCC and having seat belts fitted will be used. By law responsibility rests with the driver to ensure children under 14 use the lap belts but staff are also requested to offer assistance with young children where necessary and to check that everyone is belted up prior to departure. Children should not sit in the front seats of the coach or the centre of the back seat. They should not be seated next to an emergency exit.

Supervising staff must be spread throughout the coach to minimise the risk of all adults being injured. A head count needs to be completed at varying times during an off-site trip to ensure all children are safe and prior to the departure from school and the return journey.

An off-site visit form must be filled in prior to leaving the school and a copy left in the office with the children's contact details. Any visit off-site must be approved by the Head Teacher. A mobile phone will be carried by a member of staff when off site.

Private Cars

Staff and parents will be asked to complete a form giving confirmation of appropriate car insurance/MOT/Tax. All parents will be informed if private cars are being used to transport children off site and appropriate permission sought for the child/ren to travel in the car. All children must wear seat belts and be seated in the rear of the car with an appropriate child restraint / booster seat.

Parental Permission / Information

Parents will be asked to provide written permission for children to leave the site and give an emergency contact number for that day. They will be asked for any important medical information.

They will be given the following information:

- Dates, times of departures and return.
- Methods of travel.
- Destination with contact telephone number.
- Name of group leader(s).
- Aim of visit/activities planned.
- Cost of voluntary contribution.
- Method of payment.
- Appropriate clothing/lunch arrangements.

Records of Groups Off-Site

The Group leader must ensure that:

1. Any accompanying adult has a list of their group including any important medical information and contact details for the day
2. If the Headteacher is accompanying the trip, a member of SLT remaining at school, will inherit the responsibilities in the event of an emergency.
3. All details relating to accompanying adults e.g. contact numbers must be left with the school office
4. More than one adult (and one adult in each vehicle if there is more than one) and the school office have a list of who is travelling in each vehicle (vehicle registration details to be held in school), including adults, and the phone number of the base contact (usually the school office) (Form 1)
5. If the party is travelling on two or more coaches, it should be clear on the official list of children and adults who is travelling on which coach.
6. A mobile phone must be carried by the group

7. With very local/routine activities e.g. walking to the church, only a clear record of who is off-site and with whom is necessary (signed permission for the academic year is sought each September and a record retained in each child's file in the school office)

Emergency Action

The group leader must be responsible for contacting school, should the need arise. The Head Teacher will be responsible for initiating emergency procedures in the event of an accident.

8. Outside Play Equipment

This equipment is provided for the use of Kempshott Junior School children during the school day only when supervision is available. It is not available to siblings or at times before or after school with exception of children attending the Breakfast and After School Club.

Children will be offered opportunities to use the equipment as part of their PE lessons or structured play activities under the close supervision of the class Teacher if wearing the appropriate clothing and that weather conditions are suitable.

Opportunities will be given for free exploration of the equipment during play/lunch time on a class rota basis.

All equipment is checked and serviced regularly and records are kept. Staff are requested to report any concerns to the Head Teacher or Health and Safety Representative.

The following safety considerations must be followed:

Induction

All children will be introduced to the correct use of the equipment by the class Teacher as part of a programme of class lessons. No class will be allowed to use the equipment at playtime until the class Teacher is satisfied that they are demonstrating awareness of the procedures for their own and others' safety. Class Teachers should train the children to respond immediately to a pre agreed signal to cease activity and stand still. This will enable action to be taken in case of an accident.

Weather Conditions

The equipment will not be used when it is slippery. The Site Manager or Class Teacher on duty should check this before allowing the children to commence using the equipment. This check should also be carried out at lunchtime by the Senior Supervisor or her deputy.

Supervision

Children must be made aware of the importance of NOT using the equipment without an adult present.

At lunch time a Supervisory Assistant will be positioned close to the outdoor play equipment at all times when children are using it and a second and third assistant should be responsible for children on the two playgrounds. Should this level of supervision become unavailable, children should be instructed to cease use of the play equipment. All adults with a supervisory role will be given instruction on the correct usage of the equipment by the Health and Safety Representative.

Clothing

Parents will be asked to provide plimsolls or trainers when children are using the equipment. All clothing must be fastened and adults assist children to ensure that they are safe e.g. trailing belts, scarves.

Behaviour

All children have agreed the behaviour code with their class Teachers to ensure safe use of the equipment. A child or group of children who misuse the equipment in any way so as to cause risk to themselves or others will be prevented from using the equipment on that occasion. Children who persistently fail to achieve acceptable standards of behaviour on the playground will also be prevented from using the equipment when it is the next session for their class.

Maintenance

The equipment is checked regularly each month and maintained by the site manager but undergoes annual inspection/repairs also.

9. Pond

- The gate to the pond is always kept locked and key is kept in the main office.
- The key is collected and returned to the office at the end of each teaching session (the gate is kept locked while adult supervises return of group and collects new group).
- Children are always supervised by an adult in a group of no more than 6 if the adult is alone.
- Expectations for behaviour are discussed with the children prior to going into the pond enclosure in line with the behaviour Policy.
- The learning objective of the session is shared with the children.
- Footwear and clothing is checked to ensure no hazards.
- Adults model use of equipment to children and explains use/purpose.
- If an incident occurs, the adult escorts group and returns them to class locking gate on exit.

10. Site Security

The Site Manager inspects the site each morning to ensure it is a safe environment before the children arrive.

All visitors to school are asked for D & B (Disclosure & Barring) clearance (previously known as CRB) and requested to SIGN IN and OUT at the office.

The office is clearly sign posted.

All visitors are given a VISITORS BADGE to wear (colour coded according to their D & B status) so that staff can easily identify those with authorised access.

Staff are requested to CHALLENGE ANYONE seen in or around the building not wearing a Kempshott Junior School visitor's badge or to report any concerns to the office. (It is acceptable that there are certain times i.e. following an event, when a lot of parents are in the building to collect the children from the school hall or classrooms and they will not be wearing ID).

Staff should not allow anyone to remove a child from the premises unexpectedly without first checking with the office that permission has been given.

Children should be frequently reminded by staff of the need to keep themselves safe and how to go about it.

All children are released by a member of staff at the end of each day. Any child who is not collected at the end of the day is to be brought to the office.

Any delivery or visitor is only able to access entry to the building through the main door which has a keypad entry system.

All vehicles remain in the car park unless permission has been given by The Head Teacher/ Deputy Head Teacher to enter the site and appropriate precautions taken (ensuring all staff are made aware and children are supervised to ensure their safety).

If a child arrives after registration, the parent must report to the office and sign their child in. The class register is then amended by the office staff.

If a child is collected before the end of the day, the parent is required to sign the child out in the office.

Contractors are responsible for their own safety and must be made aware of the need to observe safe procedures when ever on site. Permission is required before a vehicle is brought onto the school site.

All gates to the site are locked at the end of each day.

At weekends the school's 'Key-holding and Alarm Response Service' will patrol the school as required.

Stranger Alert

On notification of a possible "stranger alert" in the area, all staff will be informed. At the end of the school day, each class Teacher must ensure that all children are collected by a known adult from the playground.

Stranger Alert notifications are displayed on Staff Room wall.

11. Supervision Before and After School and Playtime/Lunchtime

Morning Duty (before school starts)

- All members of staff are on duty from 8.40am each morning
- Play equipment is not to be used by any child before school and appropriate notice given to parents through newsletters
- Children walk into school sensibly on arrival
- All gates and external doors to be shut at 8.50am by the Site Manager
- All children who arrive on school site after 8.50am to be signed in by parents.

Playtime/Lunchtime

- Two members of staff are always on duty on the playground
- During the Summer Term the children are allowed on the field and this area, along with the Woodland Walk, which is an extension of the school field, is also supervised.
- Classroom assistants are on duty in the classroom if it is wet play in the mornings. At lunchtime all classes have a nominated supervisory assistant.
- Staff on duty should ensure that children behave appropriately and safely and apply the behaviour plans. Any problems are recorded on a classroom incident sheet (if indoors) or playground incident sheet (located in the office) at the end of play time and the class Teacher informed.
- Injured children are sent to Medical Room/designated first aider accompanied by a friend for first aid.
- A message signals the end of playtime. On hearing this, the children line up and make their way sensibly into school.
- No one is left outside.

Staff collect the children from the playground and/or will leave the staff room in plenty time to ensure safety of movement around the doors and corridors prior to entering the school.

12. Car Park and Control of Vehicles on Site

The car park is for school staff and invited visitors. The sign on the front gate clearly indicates that parking in the car park is not allowed unless permission is sought from the Head Teacher on medical grounds or for loading/unloading.

Parents are regularly informed through newsletters that parking on the school site is not permitted. Parking bays are demarcated to ensure staff park appropriately.

Parking is not allowed in front of double gates to allow access for emergency vehicles at all times. Vehicles parked here are politely asked to move.

Access to the front of the school is closed during peak periods to prevent vehicle activity turning / parking on school property whilst children are on site.

13. Staff Health and Welfare

Safe Working Procedures

All staff must ensure that safe working procedures are developed through:

- Risk assessing the tasks.
- Identifying the hazards.
- Defining a safe method of work.
- Documenting the assessment.
- Implementing the safe system of work.
- Monitoring the safe system of work.
- Reviewing the assessment and method statement.

Once developed, safe working procedures must be circulated to protect all personnel working within the school from risks to their health and safety. They must familiarise themselves with laid-down procedures and ensure that personnel under their control are fully aware of these procedures.

Personnel on Site

Visitors

- It is the duty of all of the personnel within the school to ensure the health and safety of all visitors
- All visitors must sign into the school at reception and wear a visitor's badge and sign out again when leaving
- No visitors are allowed through the security door without gaining permission from the reception staff
- Visitors are to be accompanied to their destination as appropriate
- Appropriate personnel are to be made aware of visitors to the unit/centre/school
- Visitors are not permitted to enter unauthorised areas of the school
- It is the duty of everyone to ask strangers in the building to state their business

Contractors

- Contractors are to report to the Reception upon arrival and departure
- Contractors are to be provided with a H & S brief immediately upon arriving, prior to them commencing their work.
- Contractors must comply with the school's safety policies and safe working procedures
- If there are any breaches of safety, then these must be reported to the school head at the earliest opportunity.
- All contractors are to be appropriately supervised at all times.
- Contractor risk assessments and safe working systems are to be inspected prior to work commencing.
- Appropriate supervision will need to be determined dependent upon the type of work, levels of perceived risk and length of time that the work will take to complete.
- Contractors are responsible for their own safety and must be made aware of the need to observe safe procedures whenever on site.
- Contractors must be shown the Asbestos Register and asked to sign it.
- All cleaning chemicals will be stored in secure, locked storage at all times.
- Hot drinks are only consumed within the staff room and offices during the school day and if taken to other areas when children are present, safety covers/mugs are used.

Stress

- Any member of staff who feels they may be suffering from stress should discuss their concerns with either the Head Teacher or the school's health and safety representative as soon as possible. The Head Teacher will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.
- A free and confidential counselling service is available to all HCC employees.
- All employees have been given a copy of the Hampshire County Council publication 'Your Guide to Managing Stress'.
- A list of emergency contact names and phone numbers for all staff is held in the school office.

Lone Working

- All lone working is to be approved by the Head Teacher.
- Lone working risk assessments are to be sought/carried out prior to any lone working. Please refer to the Lone Working School Policy.
- The appointed communication link is to be available at all times.

Safety

- All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.
- Staff should not climb on chairs or tables. A stepladder/kick stool is available for use and is stored in the shared area.
- Both staff and children should take care when moving or lifting equipment. If in doubt seek help. (See notes re PE in curriculum section of this document).
- Information on safe lifting techniques is provided in via E- Learning/Site Manager who provides practical training on an annual basis or as directed by the Head Teacher.

Moving and Handling

- Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and a moving and handling risk assessment has been carried out.
- Where any doubts exist about the handling of awkward or heavy loads, then advice is to be sought from management prior to any manual handling operations commencing. Safe lifting techniques is provided via E- Learning/Site Manager who provides practical training on an annual basis or as directed by the Head Teacher

Violence

- Staff should always take steps to minimise the possibility of violence in school.
- Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.
- There is a security lockdown procedure for emergency incidents, including the possibility of a dangerous intruder. An intermittent alarm is activated which will alert staff and pupils to swiftly return to their classrooms remaining as quietly as possible until the school is declared safe – see Emergency Management Plan.

VDU Operators - P.C's/Laptops

- Admin staff using VDU computers should vary their work routines, carry out desktop risk assessments and follow guidance on regular eye tests.

Safety Note on Using Interactive Whiteboards in the Classroom

All suppliers of interactive whiteboards are required to provide health and safety advice regarding the safe use of projectors which complies with requirements under section 6 of the Health and Safety at Work Act.

It is important to be aware of the health and safety implications of using projection equipment, such as interactive whiteboards, in the classroom, particularly if children and Teachers might be standing in front of the beam to present to the rest of the class. All projectors, if misused, have the potential to cause eye injury, and hence some simple guidelines should be followed:

- It must be made clear to all users that no one should stare directly into the beam of the projector.
- When entering the beam, users should not look towards the audience for more than a few seconds.
- Users should be encouraged to keep their backs to the projector beam when stood in the beam.
- Children should be supervised at all times during the operation of the projector.

It is generally accepted that a maximum of 1500 ANSI lumens is adequate for projection equipment in most classroom environments, except in the most extreme ambient lighting conditions, where it is advised that window blinds are used rather than increasing the brightness of the projector.

When purchasing or using projectors for purposes where there is likely to be a person standing in front of the beam, consideration should be given to the use of a method of brightness reduction, such as a neutral density filter or brightness adjustment facility. These modifications can be removed or adjusted for other purposes such as cinema projections, where there is not an intention that someone will be stood in front of the beam, so allowing the projector to be used to its full image quality potential.

It is recommended that health and safety notices are posted adjacent to interactive whiteboards. Although the content or posting of such notices is not a requirement under law, it should be considered as best practice.

Computer Projectors — Advice from the HSE

Along with the Health and Safety Commission (HSC), the Health and Safety Executive (HSE) is responsible for regulating the risks to people's health and safety in the workplace. This information is also available on the DfES website.

Guidelines

Employers should establish work procedures for Teachers/lecturers and pupils/students and give instruction on their adoption so that:

- Staring directly into the projector beam is avoided at all times.
- Standing facing into the beam is minimised. Users, especially pupils and students, should try to keep their backs to the beam as much as possible. *In this regard, the use of a stick or laser pointer to avoid the need for the user to enter the beam is recommended.*
- Pupils and students are adequately supervised when they are asked to point out something on the screen.
- Employers should also try to ensure that projectors are located out of the sight line from the screen to the audience; this ensures that, when presenters look at the audience, they do not also have to stare at the projector lamp. The best way to achieve this is by ceiling-mounting rather than floor— or table-mounting the projector.
- In order to minimise the lamp power needed to project a visible presentation, employers should use room blinds to reduce ambient light levels.”

Working at Height

When using access equipment, such as ladders or stepladders, the correct equipment is always to be used for the job to be undertaken. This selection must always be underpinned by a risk assessment and it must be used in accordance with the training provided. *Kempshott Junior School does not keep ladders on site.* Contractors are to be advised of all access points within and around the building. These should include fire safety advice in the roof void and the locations of the external ladder fixing brackets. Contractors working at height are to be appropriately supervised.

Asbestos

The County has a Policy of checking buildings for asbestos content. An Asbestos Register is kept by the Visitor's Book (Signing in/Fire Register Book) and is available to all contractors for inspection and signing. The Site Manager is responsible for the day to day management of asbestos in the school.

Building Maintenance and Security

- Contractors are selected from the LA 'approved' list.
- All contractors should report to the school office to sign 'in' and 'out' of the Contractor file and wear a school visitor badge when on site.
- Relevant safety information* (including the asbestos register) for building contractors to consult are kept in files in the Contractor file.
- Staff should ensure that access to fire doors is unhindered. This is monitored by the Site Manager/ Head Teacher.
- Playgrounds and paths to be cleared and/or salted by the Site Manager in adverse weather conditions.
- Woodland Walk to be kept clear of brambles and trip hazards
- Thermometers are available to measure room temperatures to ensure they are maintained at an acceptable level.

Environmental Factors

- The school has a No smoking Policy.
- The cleanliness of the school is of paramount importance for health and helps reduce fire hazards.
- Yellow warning bollards are placed on wet floors.
- VDUs - the school follows the Education Authority guidelines.
- Edges of steps leading to and from external doorways to be painted white.
- When mounting high displays or accessing shelves, steps must be used.
- All hot water taps are allowed to run for 5 minutes after each holiday by the Site Manager

Manual Handling/Slips and Trips

Both staff and children are advised that they should not carry heavy weights. The Site Manager has had training in the manual handling of weights and the advisory chart on lifting is on display. The stage is assembled by the Site Manager and checked prior to use by staff and children. The Site Manager provides practical training to staff on an annual basis and as directed by the Head Teacher.

Public Events

- All exit doors to and from the hall to be clear of obstruction and unlocked
- Doors are clearly marked with the Running Man pictogram

14. Totally Smoke-Free School

Purpose

To set out our aim to maintain the school as a totally smoke-free zone.

Responsibilities

It is the responsibility of the Head Teacher and the Governing Body to uphold the Policy.

Rationale

This school has a responsibility to promote a healthy life style. Smoking is a health and safety issue for all adults who use the school. It is the single most preventable cause of premature death *and* ill health in our society. Passive smoking (breathing other people's tobacco smoke) is also potentially fatal. It has been shown to cause lung cancer, as well as many other illnesses, in non-smokers. At this school we give a clear message that smoke-free is the norm, provide smoke-free role models, and demonstrate the school's commitment to promoting healthy life styles.

Organisation

- Smoking/Vaping is not allowed anywhere on the school site at any time.
- The Policy applies to all temporary or permanent staff including supply Teachers.
- The Policy applies to all visitors to the school including parents, students, suppliers, builders and contractors.
- All visitors to the school are required to sign in. The signing-in slip informs visitors that the school has a smoke-free Policy.

Appendix 1

Welcome to Kempshott Junior School Your Health and Safety is Important.

Welcome to our school. We would like to ensure your visit is as safe as possible.

Please be aware of the following:

1. **Fire** - on hearing the fire alarm, do not put yourself or others at risk, please evacuate using the nearest exit and report to an available member of staff without delay. Please make sure you know your way out, how to raise an alarm and the location of the assembly area.
2. **Lock-Down** – intermittent alarm alerts pupils and staff to remain/return indoors for safety
3. **Accidents** – if you have an accident or feel unwell please ensure our office staff are made aware. We can arrange assistance from a first aider or seek further help if needed.
4. **Information** – please let us know of any mobility or health issues which may enable us to provide appropriate support and assistance as required.
5. **General Health and Safety** - Always pay attention to your surroundings. Should you have **any** concerns regarding safety, please let a member of staff know.
6. **Contractors** – if you are carrying out any work activity, you must be familiar with our health and safety Policy and be sure to work in a safe manner.

**IF YOU WISH TO SEE OR DISCUSS OUR
HEALTH AND SAFETY POLICY – PLEASE ASK**

Appendix 2 – Evacuation Procedures

All staff

- The first person to notice or be notified of a fire should sound the alarm by breaking the glass of the nearest alarm.
- At Kempshott Junior School the alarm automatically alerts the Fire Station.
- Otherwise, the Administrative Team, Head Teacher or Deputy should dial 999. Phones are situated in the Head Teacher's and Deputy Head Teacher's offices. On hearing the alarm, the Reception Staff will telephone the Green Room – modular classroom, to instruct the staff & pupils to evacuate and staff should direct children out quietly and calmly through the nearest door and accompany them to the following assembly points - ON THE PLAYGROUND or ON THE FIELD as per direction.
- Do not stop to collect personal belongings
- Close the door behind you and lead children out of the building
- Children in the hall should leave by the doors leading to the playground and proceed to the assembly point.
- Office staff will leave the building, one with the 'Crash Trolley' which carries registers / signing in and out files, which they will give to the Teachers for a roll-call and emergency medication. (It is essential that registers be updated when children arrive late) 2 members of the Office Team will sweep the central offices & rooms to ensure all persons have vacated the building, during their own departure of the building.
- The Head Teacher or Deputy Head will also be responsible for ensuring that no children or staff are left in the building.
- Do not re-enter the building until told it is safe to do so by Fire Officer, Head Teacher or member of the SLT in the Head Teacher's absence.

Head Teacher/Admin Team

- Ring Fire brigade stating address of school. **N.B. Kempshott Junior School Fire Alarm automatically alerts the Fire Station.**
- Telephone the 'Green Room' – modular classroom to instruct evacuation.
- Upon exit, check all central offices, Staff Room, Toilets, including Hygiene Room and also Discovery Suite have been vacated
- Take Registers and Fire/visitors book/'Crash Trolley' to assembly point and hand them to appropriate Class Teachers
- Open padlocked chain on playground gate, to allow access for Fire Brigade.

Class Teachers

- Ensure children evacuate calmly by walking quietly to designated point in playground
- Ensure classroom areas are empty and doors are closed properly after exiting
- Call register and report outcome to Head Teacher/Admin team.

Students/Helpers/Visitors/Contractors

- Leave building by nearest exit following instructions given to you
- Proceed to assembly point in playground

Head Teacher (or in her absence member of SLT)

- Proceed to assembly point in playground
- Account for all children, staff and other persons
- Liaise with fire brigade

The above arrangements apply when school is in session.

Appendix 3 – Staff Training

Staff Training and Induction

- Employees currently in post are checked against List 99 and the Protection of Children Act by Payroll Services at the County Treasurer's Department. New employees must provide an up to date Disclosure & Barring Certificate issued by the Criminal Records Bureau. Supply workers and volunteers, including parent helpers, are also checked by the Criminal Records Bureau.
- Staff training is carried out at the beginning of the academic year and periodically throughout the academic year, as required. It is the responsibility of the Head Teacher to ensure that this takes place and to record the date it occurs. In addition, LEA training programmes are used when appropriate.
- New staff, both full and part time, receive induction training on appointment. This is the responsibility of the Head Teacher/Deputy Head Teacher / Health and Safety Representative.
- Work experience students and supply staff are instructed to read School Policies and are briefed on procedures relating to health and safety. It is the responsibility of the class Teachers to ensure that no work experience student is given a task, which is deemed to be hazardous. Safety routines in the classroom should be outlined before the start of the work experience.

Staff will be trained in Fire Safety Procedures as follows:

- By provision and discussion of written information.
- By carrying out a fire drill each half term.
- DVD/e-learning/Practical training.
- As part of induction procedures.

The areas to be covered by training will include:

- Action to take on discovering a fire.
- How to raise the alarm and what happens then.
- Action to take upon hearing the fire alarm.
- Procedure for alerting children and others including directing them to exits.
- Arrangements for calling the fire brigade.
- The evacuation procedures for everyone to reach an assembly point at a safe place.
- Location and, when appropriate, the use of fire-fighting equipment* (see below).
- Location of the escape routes, especially those not in regular use.
- How to open all escape doors, including the use of any emergency fastening.
- Importance of keeping fire doors closed to prevent the spread of fire, heat and smoke.
- When appropriate, how to stop machines and processes and isolate power supplies in the event of fire.
- The importance of general fire safety and good housekeeping.

Appendix 4

Risk Assessments

- Local responsibility for identifying, assessing and controlling risks rests with the personnel within the area of work.
- Risk assessments are to be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.
- Risk assessments are to be carried out by competent persons only.
- Any individual undertaking a risk assessment must have completed appropriate risk assessor training.
- All risk assessments and control measures are to be approved by the school Head Teacher prior to implementation.
- Completed risk assessments are to be stored in the Risk Register/School Network.
- Risk assessments are to be reviewed regularly in accordance with the determined risk assessment review date.