



**ANTON INFANT SCHOOL  
ANDOVER**

## **HEALTH AND SAFETY POLICY**

**THIS POLICY WAS PREPARED BY LAURA SKEATES**

**AGREED BY STAFF IN JULY 2024**

**APPROVED BY GOVERNORS IN JULY 2024**

**DATE FOR REVIEW: JULY 2025**

Signed: \_\_\_\_\_ (Headteacher)

Signed: \_\_\_\_\_ (Chair of Governors)

Date: \_\_\_\_\_

## **STATEMENT OF INTENT**

At Anton Infant School 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 Anton Infant School is held by the Headteacher who will:

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

### **Responsible Manager**

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

- Ensure the school adopts the employer's policies and procedures
- Develop a safety culture throughout the school/premises
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Consult and work with recognised Trade Union Safety Representatives/employee representatives and safety committees
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities
- Periodically update governing bodies/partnerships as appropriate
- Produce, monitor and periodically review all local safety policies and procedures

### **All Staff (including volunteers)**

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

- Supporting the school/premises 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

SLT and Admin team are responsible for the day-to-day local management of health and safety within their own department, acting on behalf of the Headteacher. They will ensure

that staff are provided with adequate safety information, and they will manage all integral and specific risks relating to the department's functions. They will ensure their department complies with overall school policies and procedures, all activities are periodically risk assessed, periodic inspections are conducted, and necessary controls are implemented.

### **Caretaker/Site Manager**

The caretaker/site manager is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the responsible manager. They are to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They are to work within their level of competence and seek appropriate guidance and direction from the headteacher and/or the Children's Services Health & Safety Team as required.

### **On-Site Health & Safety Co-ordinator/Officer**

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

### **All Teachers & Supervisors**

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

### **Safety Committee**

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

The safety committee consists of staff and governors and they meet regularly. The team includes Headteacher, Senior administrative officer, caretaker and Health and Safety Governor.

### **Fire Safety Co-ordinator**

The school senior administrative assistant is the fire safety co-ordinator who is the competent person for fire safety on the premises and acts on behalf of the Headteacher. They should attend the fire safety co-ordinator training course (IOSH fire risk assessment principles and practices) and refresh this training every three years. The fire safety co-

ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

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

### **Facilities Management Trained Staff**

The school senior administrative officer is the facility management trained member of staff is the competent person for the overall management of general premises facilities and acts on behalf of the responsible manager. They are to attend the Introduction to Site Safety training course every 3 years. They are responsible for the local management and completion of day-to-day premises matters and duties. They are to work within her level of competence and seek appropriate guidance and direction from the headteacher and/or the Children's Services Health & Safety Team as required.

### **Health & Safety Representative**

The premises health and safety representative (whether a member of staff who is union appointed, or non-union and locally nominated) will represent the staff with regard to their health and safety at work. They are expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements. This role is held by the Deputy Head Teacher

### **Legionella Competent Person**

The caretaker is the nominated competent person for Legionella on the premises and acts on behalf of the headteacher to provide the necessary competence to enable Legionella to be managed safely. They will annually complete the Legionella e-learning course and all training records are to be retained.

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with departmental and corporate requirements. They will work within their level of competence and seek appropriate guidance and direction from the headteacher and/or Property Services as required.

### **Asbestos Nominated Responsible Person**

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

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

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

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

requirements. They will advise the Headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users.

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

### **Accident Investigator**

The on-site trained accident investigator is the Deputy Head Teacher who will lead on all accident investigations in accordance with departmental and corporate procedures. The Accident Investigator will attend accident investigator training every 3 years.

### **COSHH Assessor**

The COSHH Assessor is the senior administrative assistant.

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

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

### **Risk Assessor**

The Risk Assessor is the Deputy Head Teacher

The Risk Assessor will attend Risk Assessor training every 3 years.

The Risk Assessor acts of behalf of the Headteacher to ensure risk assessments are completed and hazards are identified and managed.

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

### **Work at Height**

The competent person for work at height on the premises is the caretaker

They will attend the Caretaking Support Service Ladder & Stepladder Safety course every 3 years.

The competent person for working at height acts on behalf of the Headteacher and will ensure work at height is carried out safely.

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

## **ARRANGEMENTS**

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

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

### **Accident/Incident Reporting & Investigation**

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

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

[https://forms.hants.gov.uk/en/AchieveForms/?form\\_uri=sandbox-publish://AF-Process-82e60dfc-9b26-4578-9334-87b3bb78b6b3/AF-Stage-a499b8b9-2169-48fa-82a5-b026438409c7/definition.json&redirectlink=%2F&cancelRedirectLink=%2F](https://forms.hants.gov.uk/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-82e60dfc-9b26-4578-9334-87b3bb78b6b3/AF-Stage-a499b8b9-2169-48fa-82a5-b026438409c7/definition.json&redirectlink=%2F&cancelRedirectLink=%2F)

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

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

Minor accidents to pupils are to be recorded in the accident books located in the classrooms which are then collated centrally in the school office.

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

The headteacher will ensure that the governing body/senior management is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored

by a nominated governor for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences. The governing body should be regularly updated on monitoring and any trends identified.

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the 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.

### **Supporting Pupils with Medical Conditions**

Arrangements regarding medicines are set out in the Supporting Pupils with Medical Conditions Policy.

### **Asbestos Management**

Asbestos management on site is controlled by the asbestos competent person. The asbestos register as issued by the Asbestos Team is located in the school office and is to be shown to all contractors who may need to carry out work on site. This can also be accessed online by the contractors prior to their arrival. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site.

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

They will also complete the Asbestos e-learning on an annual basis. The nominated person will additionally attend the Hampshire Scientific Services half day attendance course as a one off. As will any other school staff that are likely to carry out any invasive works.

Any changes to the premises' structure that may affect the asbestos register information will be notified to the Asbestos Team 02392 829501 (office hours) or 07950 325501 (out of hours) in order that the asbestos register may be updated accordingly.

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

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the headteacher and/or the asbestos nominated responsible person who will immediately act to cordon off the affected area and contact the Asbestos Team 02392 829501 (office hours) or 07950 325501 (out of hours) for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the headteacher and/or asbestos competent person.

### **Community Users/Lettings/Extended Services**

The headteacher will ensure that:



- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed and shared with all relevant parties
- The risk assessment for the premises is shared with the users/hirer
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

## **Contractors on Site**

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

All contractors must report to the school office where they will be asked to sign in using the online sign in system and asbestos register, all contractors must be issued with the local written contractor induction brief that includes all relevant details of fire safety procedures & local safety arrangements.

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

## **Curriculum Activities**

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant Heads of Department and subject teachers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and Hampshire County Council. The headteacher and the appropriate subject teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

## **Display Screen Equipment**

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

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

## **Electrical Equipment**

The headteacher 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.
- The competent person to be used is the caretaker
- 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 responsible headteacher in order that it can be added to future PAT testing schedules

Any defective or suspected defective equipment, systems of work, fittings etc must be reported to the headteacher 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/premises emergency evacuation plan. The school has a fire emergency plan for fire related emergencies and an emergency evacuation plan for all non-fire emergencies.

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

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

## **Fire Safety**

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

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

## **First Aid**

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

A needs assessment of the first aid requirements is completed each time the first aid policy is reviewed. This details the number of first aid staff required.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

## **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 Property Services 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 in the school office and is reviewed and updated annually or when there are changes to the premises.

## **Good Housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are always 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, and chemicals are not permitted to be used on-site until:

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

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

All hazardous substances are to be stored in the secure and signed storage when not in use which is in the cupboard in the hall for this premises. 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 Headteacher and caretaker.

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

Defects identified during these routine documented inspections are to be immediately reported to the headteacher and recorded in the defect book. Any identified high level risks or safety management concerns are to be actioned at immediately and then reported to the Resources & Premises committee

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

## **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, canteens, food preparation areas are restricted to storage purposes only in the survery and using current risk assessment for activities in the kitchen classroom (Rainbow Room).

## **Legionella Management**

Legionella management on site is controlled by the Legionella competent person who will manage and undertake all procedures regarding Legionella in accordance with Hampshire County Council corporate procedure. Records of all related training will be retained for auditing purposes.

They will:

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

## **Lone Working**

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

- Working at Height
- Using hazardous equipment/tools (i.e. hedge trimmers)
- When lone working is undertaken it must only take place:
  - With the Headteacher's approval
  - Following risk assessment
  - Where it cannot be avoided

All lone working is to be approved by the headteacher and is to be carried out in accordance with the premises lone working risk assessment. Please see the school risk assessment for the lone working arrangements for staff who may undertake lone working on this site.

## **Moving and Handling**

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

Employees are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment, or children unless they have attended specific moving and handling training.

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

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

### **Off-site Activities**

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

### **Provision of Information**

The headteacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are staff and briefing meetings, minutes of meetings, emails, notices in staffroom or directly into register trays, verbally.

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

The *Health and Safety Law* poster is displayed in the staffroom

### **Risk Assessment**

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

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

The trained risk assessors on site is the Deputy Headteacher and they will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

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

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

### **Smoking**

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

Smoking is not permitted on the premises.

## **Stress & Wellbeing**

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

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

## **Traffic Management**

Arrangements regarding on-site traffic safety are based on the premises car park risk assessment.

These measures have then been shared with staff and the relevant provisions communicated to families/visitors.

## **Training**

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

The headteacher is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. A training needs analysis will be carried out from which a comprehensive health and safety training plan will be developed and maintained to ensure health and safety training is effectively managed for all staff who require it.

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

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

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

## **Violent Incidents**

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

Staff should be categorised using the Corporate Control Menu and control measures documented on the Violence & Aggression Risk Assessment. This will be shared with relevant staff and reviewed on a regular basis.

Child on child violent incidents will be reported on CPOMS

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. Intentional violent and aggressive incidents towards members of staff are to be reported using the on-line incident reporting system. Incidents will be reported as close to the incident date as possible and not in batches.

## **Visitors**

All visitors must initially report to the main reception where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will be provided with a visitors signing in system and Health & Safety Information to read.

## **Vulnerable Persons**

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

## **Work Equipment**

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

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

## **Work at Height**

Work at height is always to be undertaken in accordance with the Corporate Procedure on Work at Height and the CSHST guidance. At Anton Infant 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 caretaker and they are authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to staff
- Provide stepladder and steps training to staff using the Children's Services *Stepladder & Steps Safety* user training PowerPoint 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.

Staff will not be permitted to work on roofs, unless they have suitable edge protection and safe access arrangements.

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 selected by the competent person and only used as specified in 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 attended the Ladder stepladder training or have received training from the ladder and stepladder competent person (using the CSHST Stepladder & Step Safety PowerPoint presentation).
- Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder & Stepladder Safety half-day course within the last 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:

A: Fire Policy Statement

B: Evacuation Procedures

C: Loss of Utilities

D: List of staff in current roles

## **APPENDIX A**

### Fire Policy Statement

Anton Infant School will provide a safe and healthy working environment with respect to fire safety in its establishments

The Fire Safety Officer will be responsible for:

- Checking all fire doors are free from obstructions and slip/trip hazards.
- Checking all escape routes are clear.
- Checking all fire doors can be opened quickly and easily.
- Checking all fire resisting doors close properly.
- Checking no fire resisting doors are wedged or propped open.
- General housekeeping standards are adequate.
- Building generally tidy.
- Rubbish and waste materials are not being allowed to accumulate.
- There is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms).
- Waste containers stored externally in a secure compound.

The named Fire Safety Co-ordinator is Tina Hawkins or in his/her absence the Deputy Head. The Health and Safety Representative is the Deputy Head Teacher.

### **Responsibilities:**

Checking all areas: Headteacher - overall supervision.

Fire Marshalls have prearranged sweeping areas to ensure the building is completely empty.

Classrooms – class teachers

Staff and Visitor toilets – Admin team

Medical Room and office area – Admin team

Phoning fire service – This is automatic however Admin team to check fire service has been called.

Registers and visitors sign in log – Office Staff

All staff have copies of evacuation plans. These are also kept in the policies and procedures file.

Copies of fire evacuation plans are posted on the internal doors of classroom cupboards and the school office.

The fire alarm is tested weekly by the Caretaker and recorded in the Fire Manual, which is kept in the school office.

A fire drill is completed once a term. A record is kept in the Fire Safety Manual which is kept in the school office.

A fire safety risk assessment is carried out annually. A report is then presented to the governing body.

Systems and extinguishers are checked on a regular basis. This is recorded in the Fire Manual.

The Fire Safety Co-ordinator will be responsible for the upkeep of the Fire Manual.

The Fire Safety Policy will be reviewed annually.

Appendix B: (see disaster recovery plan for additional details)

## **Evacuation Procedures**

The overall aim is to save life, therefore evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building.

Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.

Fire drills are carried out at least once a term and recorded in the Fire Safety Manual and Record Book which is kept in the school office.

### On hearing the alarm:

Direct the children to walk quietly to the nearest exit and then in single file to the assembly point. This is located on the field behind the first line of trees on the right hand side as you walk out of the main reception area.

If further distance is require we will walk to the Junior School Hall. If further required, we will assemble in Watermills Park.

Ensure that the classroom is empty before leaving.

Everyone on site, children and adults, must leave by the nearest exit.

The Admin team will call the fire brigade and check that the medical room is empty.

Designated fire marshalls will check all designated areas are clear.

The admin staff will issue registers and check signing in book for roll call by class teachers at the assembly points.

The Headteacher or designated member of staff will check that all adults and children are accounted for.

Classes should stand still and quiet until asked to re-enter the building.

NB: As the attendance register reflects the true number of children in school at the start of the morning or afternoon, it is important that it is completed quickly and accurately and then returned to the school office. Please ensure that children arriving after registration has taken place report to the school office.

Teachers should be mindful of any child that is later taken off site for illness or an appointment.

If any visitors are present the adult they are working with should ensure that they know what to do.

### **If The Building Has To Be Evacuated During Lunchtime**

On hearing the alarm:

Children walk quietly to the nearest exit and then walk quietly in single file to the assembly point on the field

Everyone on site, children and adults, must leave by the nearest exit.

Admin team will call the fire brigade and check that the medical room is empty.

The admin team will issue registers, print the signing in log. Staff, with the help of the Midday Supervisory Assistants will carry out roll call at the assembly point.

The Headteacher or designated member of staff will check that all adults and children are accounted for.

## **Critical Incident Planned Response Road Traffic Accident involving Pupils/Accident during School Trips**

### **Immediate action:**

Remove children from danger if possible/appropriate Contact emergency services Bring children home as soon as possible Obtain accurate information and inform school (uncertainty breeds rumour which adds to distress).

### **Action as soon as possible:**

The school (most likely the admin team) will contact families of those involved. Contact lists are found in the school office. If you cannot get through just ask them to ring the school, do not leave a message.

If there is death or serious injury the police will inform families (possibly with a member of staff).

Plan communications to and from school (e.g. use mobile as an outgoing line to leave main line free if it is expected that many families will be trying to contact the school).

Give the same level of information to everyone, provision of a script is sensible. The Headteacher and Deputy Head will be responsible for drafting of a script.

The administrative office will make a careful note of those families who still need to be informed. If support is required a designated support assistant will help.

The Headteacher will inform staff and pupils. (If sending a letter home give details of the facts, do not apportion blame). Pupils will probably best be told in classes. Only facts should be given, do not speculate on the causes and consequences.

School will contact the Local Authority School Improvement Manager and Chair of Governors. The Headteacher or Deputy Head will inform the press office. Press or media will not be allowed onto school premises.

If there is need for an assembly point the school hall should be used. Refreshments would be made in the staff room by members of staff and brought to the hall. Staff toilets would be available for adults to use.

## **Critical Incident Planned Response Aggressive or Violent Incident in School (attack by aggressive adult or pupil)**

All external doors can only be opened from the inside. The front entrance door lock can be activated by a switch in the office. If it is anticipated that an aggressive adult or intruder are on their way to school the office door will be kept locked. If appropriate the police will be called. Shelter In Place procedure to be followed.

However, on some occasions adults have entered the building and proceeded to demonstrate aggressive behaviour to teachers, often in front of pupils. If this is the case the following should be observed.

Remove children if possible.

Seek immediate help

Try to remain calm and ask aggressor if they would like to sit down to discuss the problem.

Staff going to aid the teacher should be accompanied by another adult.

They should remove the children if they are still present.

The headteacher should be informed.

If the situation is out of control the police should be called.

In extreme cases it may be necessary to use restraint procedures but this must not be done alone.

If the situation can be calmed and the aggressor leaves the premises, all doors must be secured.

The headteacher will inform the aggressor in writing of the expected code of behaviour in school and in extreme cases may forbid the adult from further contact with the teacher/school.

No comments will be given to the media and the press officer will be informed if necessary.

In the extreme case of a teacher or child being held hostage, all other children and staff must evacuate. The police must be immediately informed and will provide guidance.

**Critical Incident Planned Response - Disaster in the Community (e.g. fire, explosion, major road accident, civil disturbance, terrorism)**

Immediate action..

If this happens within the close proximity of the school it will be necessary to remove children from any danger (use evacuation procedures).

Contact emergency services.

If the incident happens outside of the immediate vicinity of the school accurate information should be obtained.

If the incident occurred outside of school hours accurate information should still be sought so that discussions in school can be based on fact.

Action as soon as possible..

Inform children of the incident. This should be told simply and without fabrication.

Keep incoming phone line clear so that emergency services are able to provide updates.

If it is necessary to keep children behind after school, children will stay with their class teacher and parents informed accordingly. Emergency services will advise.

Attempt to stick to normal school routines as soon as possible.

**Later action:**

Give staff "Permission " to talk.

Head teacher / admin. officer to contact outside agencies where appropriate (e.g. EP's)

Encourage children to talk (may be necessary to hold a debriefing meeting led by an experienced outside professional).

Express sympathy (visit those who may be in hospital or bereaved).

Identify high risk pupils/staff

Monitor effects of all involved.

Organise treatment if necessary.



## **Appendix C:**

### **Loss of Utilities**

Should the school experience a loss of one of more of its utilities the Headteacher will use the following flow chart for guidance

#### **CRITICAL INCIDENT PLANNING/PROCEDURE – GUIDANCE FOR SCHOOLS**

<b>Incident Management team</b> <ul style="list-style-type: none"><li>• Headteacher</li><li>• Deputy headteacher</li><li>• Member of SLT</li><li>• Admin team</li><li>• Substitutes may be required to cover absences. Additional staff may be needed depending on incident.</li></ul>	<b>Immediate action</b> <ul style="list-style-type: none"><li>• Headteacher to be informed</li><li>• Incident team meet</li><li>• Gather information</li><li>• Assess continuing risk</li><li>• Headteacher briefs team</li></ul>
<b>Headteacher</b> <ul style="list-style-type: none"><li>• Contact HCC and agree support required</li><li>• Inform Chair of Governors</li><li>• Liaise with emergency services</li><li>• Review progress with team</li></ul> <b>SLT Member</b> <ul style="list-style-type: none"><li>• Support as agreed in briefing session</li></ul>	<b>Deputy Headteacher</b> <ul style="list-style-type: none"><li>• Inform staff</li><li>• Inform pupils, as appropriate</li><li>• Receive parents coming to school</li></ul> <b>Admin team</b> <ul style="list-style-type: none"><li>• Answer incoming calls</li><li>• Divert Press to press office</li></ul>
<b>Telephone numbers</b> <p>Local education office 01962 841841.....</p> <p>HCC emergency out of hours 023 9226 5113</p> <p>HCC press office 01962 847368</p> <p>Property Services 01962 847778</p> <p>Property Services emergency out of office hours 0870 2422220</p> <p>Emergency Planning Unit 01962 846846</p> <p>Employee Support Line 02380 626606</p> <p>Children's Services Health &amp; Safety Team (Reporting &amp; Enquiries) 01962 876220</p>	<b>General telephone numbers</b> <p>Fire and Rescue Service 999</p> <p>Local police.....101 or 999</p> <p>Borough council 01264 368000</p> <p>Local gas company 0800 111 999</p> <p>Local electricity company 0845 770 81090</p> <p>SSE (water) 0800 294 8404</p> <p>Local radio (Breeze) 01264 883100</p>

<b>Other useful telephone numbers</b> Local hospital ...01264 358811	<b>Post incident action</b> <ul style="list-style-type: none"> <li>• Incident team review procedures</li> <li>• Debrief staff and pupils</li> <li>• Write report as appropriate</li> <li>• Consider post incident counselling</li> </ul>
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## **Appendix D:**

List of staff in current roles

Within the Health and Safety Policy several roles are named. The staff currently holding these posts are as follows:

Headteacher	Laura Skeates
Deputy Headteacher	Natasha Johnson
Senior Administrative Officer	Aileen Austin
Caretaker	Marc Brooks
School administrative Officer	Emma Kingman
School administrative assistant	Julie Pring