



## Health and Safety Policy

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<b>Approved By</b>	Academy Committee
<b>Approval Date</b>	November 2020
<b>Policy Review Date</b>	November 2021

# HISP Multi Academy Trust Portswood Primary School Health and Safety Policy

## 1. 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, students 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, Southampton City Council departments (where appropriate and a contract has been agreed).

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, train and direct 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, via the staff notices and the Full Governing Body.
- 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.

## 2. Organisation

### 2.1 Employer Responsibility

Responsibility for health and safety at Portswood Primary School is held by the Academy Committee\*, who will:

- Ensure that all staff are aware of health and safety policy and procedures.
- 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.

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\* Academy Committee is the term used within the organisation for a Local Governing Body

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#### 2.2 Responsible Manager

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

- Promote a safety culture throughout the school.
- 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 the Governing Body as appropriate.
- Produce, monitor and periodically review all local safety policies and procedures as necessary.
- Health and Safety as a standard agenda item on the Academy Committee Agenda.

#### 2.3 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. He is to work within his level of competence and seek appropriate guidance and direction from the Principal, as required.

- Ensure that routine repairs are carried out promptly, e.g. replacement of broken glass, paving slabs, faulty electrical sockets, plumbing etc. To ensure the annual inspection of fire alarms and equipment, emergency lighting and signage is carried out.
- To ensure the school is adequately staffed between 6.00am and 18:00 or later, as required and to act as a key holder.
- To ensure proper procedures for recording of the safety checks and monitoring and recording of incidents within the workplace.
- To ensure that the buildings are secure, locked and unlocked at the beginning and end of each day.
- To ensure that furniture and equipment is moved around the school using the correct health and safety procedures.
- To ensure all deliveries are distributed to departments promptly.
- To check fire alarms, emergency lighting, fire-fighting equipment, water, gas and electrical systems regularly and to record the findings. To report any concerns to the Safety advisors, Principal, and/or Business Manager.
- To liaise with, and supervise where necessary, contractors working on site to ensure the health and safety of staff, students, and visitors.
- To monitor the CCTV system with the IT Network Administrator and to report any concerns to the Safety advisors.
- Ensure that the cleaners are properly trained to carry out their duties safely using the correct protective clothing and equipment.
- Ensure that all escape routes are kept free from obstruction.

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- Ensure that fire doors are closed, when the room is unoccupied or where they are connected to the main alarm system.
- Ensure that the training of the cleaners is updated (and maintained).

#### 2.4 On-Site Health & Safety Co-ordinator

The Principal, Business Manager and the Site Manager are the on-site health & safety co-ordinators to the school who will manage, advise and co-ordinate local safety matters. They are to work within their level of competence and seek appropriate guidance and direction from the Health and Safety advisor, as required.

- To ensure that the relevant paperwork is in place and that the Policy is updated annually.
- To ensure that visitors use the school's signing in/out procedures and that they are aware as to what to do in case of fire.
- To ensure Subject Leaders carry out the necessary recognised codes of practice in hazardous/specialist areas e.g. art, science, technology, PE, drama, and music, with guidance from the Principal.
- To maintain the Health and Safety policy.
- To ensure risk assessments are carried out as necessary and to update all risk assessments regularly.
- To ensure information relating to Health and Safety is shared with all staff and is available on the school intranet.
- To ensure that regular PAT testing and up to date log for all mains plugged electrical appliances is maintained.
- To disseminate information on Health and Safety courses.
- To inform all staff of changes in policy and updates and keep a record of these.

#### 2.5 Fire Safety Co-ordinator

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

The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the Health and Safety advisor, as required.

He will carry out regular health and safety checks of the school premises with the Site Manager and address any concerns found. He will also address any concerns from staff in relation to health and safety and report major concerns to the Governing Body.

He has responsibility for the Emergency Evacuation Procedures and to disseminate information to all staff.

To carry out fire safety risk assessments and review annually or sooner if there is a major change to buildings, and to prepare the fire safety plan.

Liaise with SCC (where appropriate) and building contractors with the Business Manager.

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To ensure that electricity at work regulations are followed and that staff are reminded annually of their obligations. (See H&S appendix 1 for trained staff list).

Ensure that the first fire practice is carried out within the first **four** weeks of the Autumn term and termly thereafter.

## **2.6 Subject Leaders**

The Subject Leaders are responsible for the day-to-day local management of health and safety within their own subject areas, acting on behalf of the Principal. 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 the department complies with overall school policies and procedures; that all activities are risk assessed, half termly inspections are carried out, and necessary controls are implemented.

## **2.7 All Teachers & Teaching Assistants**

The responsibility of applying local safety procedures on a day-to-day basis rests with the teachers and Teaching Assistants. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately to SLT or their line managers 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. Any concerns or issues must be reported to the Health and Safety Coordinator.

They must be appropriately trained in the use of any item of equipment that has any potential Health and Safety risk, prior to use.

## **2.8 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's health and safety arrangements.
- Read the Health and Safety Policy and make note of amendments when notified.
- Look at risk assessments admin/health&safety/risk assessment.
- 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 (The Principal or line manager) or other appropriate person.
- Reporting any incident that has led or could have led to damage or injury. The accident and near miss book is maintained by Admin Office
- 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.

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- To attend appropriate training as directed.

## **2.9 Health and Safety Governor**

Portswood Primary School has a designated Health and Safety Governor, who liaises on a half termly basis with the Health and Safety Coordinator with regards to medical issues, new guidance, accidents, incidents and risk related matters.

The Health and Safety Governor will report back to the Governing Body, either by email or at the next available meeting.

## **2.10 Site Management Trained Staff**

The Site Manager is the trained member of staff and is the competent person for the overall management of general premises facilities and acts on behalf of the Principal. He is to attend the facilities management training course and refresh this training every six years. He is responsible for the local management and completion of day-to-day premises matters and duties. He is to work within his level of competence and seek appropriate guidance and direction from the Principal and/or Health and Safety advisor as required.

## **2.11 Legionella Competent Person**

The Site Manager is the nominated competent person for Legionella on the premises and acts on behalf of the Principal to provide the necessary competence to enable Legionella to be managed safely. The Site Manager maintains a trained standard along with the Business Manager. They will periodically complete the Legionella course and all training records are to be retained. They will need to attend refresher training when necessary as per guidance from the Health and Safety advisor

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 School requirements. He will advise the Principal of any condition or situation relating to Legionella which may affect the safety of any premises users. He is to work within his level of competence and seek appropriate guidance and direction from the Principal and/or Health and Safety advisor, in the first instance. (See H&S appendix 1 for trained staff list)

## **2.12 Asbestos Competent Person**

The Site Manager is the nominated competent person for asbestos management on the premises and acts on behalf of the Principal to provide the necessary competence to enable asbestos to be managed safely. He is to periodically complete the asbestos course and attend a refresher course periodically in line with the guidance of the Health and Safety advisor.

The asbestos competent person and the Fire Safety Co-ordinator will ensure that all staff have a reasonable awareness of asbestos management. They are to ensure that the

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appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and legal requirements. He will advise the Principal of any condition or situation relating to asbestos which may affect the safety of any premises users. He is to work within his level of competence and seek appropriate guidance and direction from the Principal and/or Health and Safety advisor, as required. (See H&S appendix 1 for trained staff list)

#### 2.13 Accident Investigator

The on-site trained accident investigators are the Principal and the Vice Principal (Inclusions) who will lead on all accident investigations in accordance with departmental and corporate procedures. (See appendix 1 for trained staff list)

Specific health and safety responsibilities of individual staff are as follows:

- **Safety Advisor (RW solutions Ltd)**  
The advice of the Safety Advisor is sought and purchased to advise the Head of School and his representatives on health, safety and welfare.
- **IT Network Administrator**  
To provide a safe and secure internet system for students. To maintain and monitor the school's IT systems in a safe manner. To monitor CCTV in association with the Site Manager. To report any concerns to the Safety advisors.
- **Special Needs Co-ordinator**  
To ensure that students with learning difficulties or physical disabilities are aware of the procedures to follow in case of fire and to ensure adequate staffing is in place to assist those students. PEEPs (Personalised Emergency Evacuation Plans) are also managed by the SENCO in liaison with the Health and Safety lead.
- **Offsite Activities Co-ordinator**  
To ensure relevant risk assessments are carried out and using the contract set up with HCC. These procedures are then disseminated to staff and carried out for each and every trip.
- **Business Manager**  
The Business Manager takes the lead on all aspects of first aid and medical issues in the school. The Business Manager ensures that an appropriate number of staff are first aid trained and present throughout the working day. Medical issues on school trips are also coordinated by the Admin team, in conjunction with the Offsite Activities Coordinator.

### 3. 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 Portswood Primary School and are to be used alongside other current school procedures & policies.

In carrying out their normal functions, it is the duty of all 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.

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## **General arrangements can be summarised as follows:**

- Providing and maintaining safe equipment and safe systems of work.
- Making arrangements to ensure the safe use, handling, storage and transportation of materials, substances and other articles.
- Providing adequate information, instruction, training and supervision to ensure all personnel are aware of their responsibilities and how to carry out their duties safely.
- Providing safe places to work with safe access to and exit from those places.
- Providing a healthy and safe working environment with adequate welfare facilities.
- Providing a system for rapidly identifying and effectively dealing with hazards.
- Implementing control measures to reduce risks.
- Providing suitable personal protective equipment and clothing where hazardous conditions cannot be eliminated e.g. use of ear protectors when using 'leaf collector'.

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

Employees are required to observe special rules and safe working methods that apply to their own work and to report hazards discovered by them immediately upon discovery.

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

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

All accidents, incidents or injury involving staff, pupils, visitors, or contractors is to be reported and recorded in the Accident Report Books held in the Admin office

All accidents to students are to be recorded in the school accident book located in the Admin office. The Nursery staff will administer first aid to children in their care and record accidents in the Nursery first aid book

The more serious accidents that are notifiable to the Health & Safety Executive (HSE) are to be reported using the F2508 Online Report Form (RIDDOR). The Principal will then inform the Governor responsible for Health and Safety. Incidents that take place out of school hours that take place are recorded in the accident book by the Site Manager or an appropriate member of staff.

All significant accidents, incidents and near-misses are to be immediately reported to the Admin Office, Principal and the CEO of the MAT. The trained accident investigator and/or Principal 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.

The Principal will ensure that the Senior Leadership Team and appropriate Governors and Trustees are informed of all incidents of a serious nature. All accident/incident reports will be monitored termly by the Business Manager for trend analysis in order that repetitive

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causal factors may be identified to prevent reoccurrences. The Principal will report to the Academy Committee and Trust Board.

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the Site Manager who will appropriately report each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures. All serious incidents should then be reported to Principal, who will report this to the CEO, Trust Board. (See H&S appendix 1 for trained staff list)

#### **Administration and Management of Medicines**

Arrangements regarding medicines are set out in the Management of Medicines Policy and Medical Conditions Policy.

#### **Asbestos Management**

Asbestos management on site is controlled by the asbestos competent person. The asbestos register is located at Reception 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 **updated within three working days** in order that the asbestos register may be maintained 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 Site Manager.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Principal and the asbestos competent person who will immediately act to cordon off the affected area and contact the contracted Asbestos management 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 Principal or Site Manager. (See H&S appendix 1 for trained staff list)

#### **Child Protection**

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

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

The Principal will ensure that:

- Third parties and other extended service users operate under hire agreements.
- A risk assessment for the activity is completed using Portswood Primary School Risk

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- Assessment form or an appropriate alternative.
- The premises are 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.
- Any defective equipment or hazards found by the hirer should immediately be reported to the Site Manager.
- There is appropriate first aid provision in place.

## **Contractors on Site**

A list of approved contractors is used for contractual work on the premises. Where non-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. All non-approved contractors will require adequate risk assessments to demonstrate their safe working practices for specific work being undertaken.

- All contractors must report to Reception upon arrival and departure where they will be asked to sign in and out using the Sign in System and asbestos register.
- Contractors will be given an information leaflet containing fire safety information upon arriving, prior to them commencing work.
- Contractors must comply with the school's safety policies and safe working procedures. Any breaches of safety must be reported to the Principal, or Health and Safety coordinators at the earliest opportunity.
- All Contractors must be appropriately supervised.

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

## **Curriculum Activities**

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant Subject Leaders using the appropriate codes of practice and safe working procedural guidance for design & technology, science, music, physical education, art, and drama as issued by CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) and HIAS (Hampshire Advisory and Inspection Services). Subject Leaders 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.

A record must be kept by Subject Leaders termly checks and any follow up procedures that may arise. Any faulty equipment or facilities are not to be used unless remedial action has been taken to rectify any items identified and should be brought to the attention of the Subject Leader

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## **Display Screen Equipment**

All users must complete a display screen equipment training update annually without exception.

All users must carry out periodic workstation assessments using the Workstation Assessment Form. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding two years.

## **Electrical Equipment**

The Site Manager will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment.
- Where 13-amp sockets are in use, only one plug per socket is permitted.
- Equipment is not to be used if found to be defective in any way.
- Defective equipment is to be reported & immediately taken out of use until repaired.
- All portable electrical equipment will be inspected/tested at intervals of every year or once every other year (for IT equipment), or once every three years for equipment that is fixed, e.g. wall fans and projectors.
- 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 and the item inspected by a suitably trained and competent assessor.
- New equipment must be advised to the Site Manager in order that it can be added to future PAT testing schedules.
- Fixed electrical items must be tested as part of the maintenance agreement with in a 5 year period.
- Items will be checked on a regular basis, either annually or biannually and recorded centrally.

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 evacuation plan. The school has a fire emergency plan for fire related emergencies and an Emergency Plan for all non-fire emergencies.

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

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

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A Lockdown Policy and procedure is in place and is shared with staff and students every academic year, with a drill being completed annually. Findings from the drill are then used to review and improve the process.

#### Fire Safety

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 fire safety co-ordinator that:

- All staff complete the mandatory fire safety training 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 and the reserve 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 guidance and the premises fire safety manual.
- The fire risk assessment is reviewed annually by the fire safety co-ordinator and the Site Manager and amended as new hazards or required amendments are identified. **The Fire Risk Assessment is produced by an external, competent person or company and should be completed at regular intervals not exceeding three years.**

#### 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 signposted around the school.

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.

A First Aid Needs Assessment is completed annually. Copies of Training records and certificates will be held by the Business Manager See H&S appendix 1 for trained staff list)

#### General Equipment

All general equipment requiring statutory inspection and/or testing on site (*eg. boilers, local exhaust ventilation, PE equipment, climbing apparatus*) will be inspected by appropriate competent contractors.

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

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## **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 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 approved, secure stores. All stores must have on display the correct signage for items stored within it. When not in use these are to remain locked at all times. Each specific department will have its own COSHH cabinet if materials are in use in that area. (See H&S appendix 1 for trained staff list)

## **Hot Drinks**

No hot drinks can be carried in corridors, in classrooms or other areas occupied by students unless they are covered with an appropriate lid or in a flask with a secure lid.

## **Inspections and Monitoring**

Daily monitoring of the buildings and grounds through working routines and staff awareness is expected to identify general safety concerns and issues which should be immediately reported to the Site Manager.

Any identified high level risks or high level safety management concerns will be brought to the attention of the Health and Safety Governor, who will report to the Governing Body.

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Periodic detailed inspections of the premises' safety management system will be carried out every year by The Health and Safety Governor. These documented inspections will examine all areas of the School's Health and Safety policies and procedures are stored on the Governor Hub. Health and Safety is a standing item on the Academy Committee agenda and both health and safety issues and medical records are reported.

#### 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 delegated to the Chartwells Unit Manager. 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.

All catering staff are to operate within the requirements of the Food Standards Act 1999 and follow the Food Standards Agency and HCC guidelines.

Safe working procedures and authorised access for other kitchen areas, canteens, food preparation areas are adhered to.

#### Legionella Management

Legionella management on site is controlled by the Legionella competent person who will manage and undertake all procedures regarding Legionella. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes, in accordance with guidelines from the Legionella Management Plan, HSG 274 and ACOPL8. **There will be a comprehensive Legionella Risk Assessment completed by an externally approved company at least every three years and reviewed by Legionella competent person annually and to be recorded.**

#### Lone Working

All lone working is to be approved by the Principal and is to be carried out in accordance with the premises lone working risk assessment as shown below. Lone Working is a very rare occurrence at Portswood Primary School as the school is staffed at all times when the premises are open. The lone working arrangements for staff who may undertake lone working on this site are:

- All lone working is to be carried out in accordance with school procedures which involve the lone worker contacting a member of his or her family to tell them that they have arrived safely and to advise them of their finish time.
- There is a lone working risk assessment.
- All lone workers must carry a mobile phone at all times.
- Members of staff are to sign in and out at reception.
- Any member of staff intending to come into school at the weekend must notify the Site Manager 24 hours prior to this detailing arrival and departure times.
- Switch on lights in the corridor as you walk through the school (where there are no sensors).

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- Under no circumstances can a Lone Worker use potentially dangerous equipment, work with potentially dangerous substances or work at height.
- If you feel uncomfortable, please report this to a member of the Senior Leadership Team.
- For call outs the Site Manager must ensure a member of his family is aware that he has been called out and where possible he should meet Kestrel guards or the police on site.

#### Moving and Handling

**All staff at Portswood Primary School must complete the basic moving and handling training 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 staff are expected to undertake regular physical work which would typically include significant moving and handling, so therefore they must attend a formal moving and handling course specific to the work requirements. Moving and Handling training will either be provided through our Health and Safety advisor or through a refresher course (online).

The movement of students with the use of aids is only carried out by staff who are competent to do so, specific risk assessments should be carried out not exceeding 3 yearly. If any new methods are to be used in the recovery or movement of students and staff this is to be assessed and training provided dependant on findings of the assessment carried out. Assessments will be carried out by the SENCo?

#### 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 Safeguarding Policy and the Child Protection Policy. These are saved in?

#### Provision of Information

The Principal will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. All Health and Safety documentation is accessible to staff at the school

These systems include:

- Staff meetings

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## Portswood Primary School

### Health and Safety Policy

- Health and Safety Noticeboard in the staffroom
- Minutes from meetings including staff meetings and SLT minutes
- Staff training
- Induction training
- Whole staff training
- Bulletin notes
- Notes to Heads of Department or key staff
- Emails
- Newsletter items

Local health and safety advice is available from the Principal.

The *Health and Safety Law* poster is displayed in the Staffroom and is checked by the Business Manager periodically to ensure they are in place and current.

### **Risk Assessment**

General risk assessment management will be co-ordinated by the Principal, in accordance with guidance from the school's Health and Safety Advisor.

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 are listed in the H&S appendix 1. Risk assessments will be carried out by those staff with the appropriate training, knowledge and understanding in each area of work.

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

Completed risk assessments are listed on Staff Share and the overview of the Risk Assessments will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the premises bring-up diary system. Any changes to a Risk Assessment should be recorded and the Bring – Up Diary amended.

### **Security**

Arrangements regarding security are based on the premises security risk assessment and are incorporated in the Lone Working risk assessment and job descriptions. A Security Policy is in place. All staff are responsible for the security of their own areas and should seek advice from the Health and Safety advisors if they have any concerns. An evening security patrol is also in place

### **Smoking/Vaping**

Smoking is not permitted on the premises. This includes vapes and all other similar devices.

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## **Stress & Wellbeing**

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

Stress management through the guidance and appropriate consultation with staff will be periodically reviewed.

On-site arrangements to monitor, consult and reduce stress situations include one-to-one meetings between employees and their line managers, staff meetings, occupational health referrals and liaison between the School Business Manager and HR/Educational Personnel Services.

Furthermore, Portswood Primary School's arrangements to monitor, consult and reduce stress situations are as follows:

- School Improvement Plan reviewed and monitored throughout the year
- Ongoing improvements made to site environment, specifically staff areas
- New staff induction programme
- Professional days with time tailored to Staff Health and Wellbeing
- Improved performance management scheme for all staff
- Open door policy for discussion at any time

The Principal is the first point of contact for staff welfare and staff are encouraged to talk directly to him. Any concerns about staff welfare and stress must always be referred to him.

## **Traffic Management**

Arrangements regarding on-site traffic safety are set out in the School Travel Plan and the Traffic on Site Risk Assessment. This is also included in the School Prospectus. This is also a regular item in the Newsletter to parents, or through additional emails to parents.

## **Training**

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the school's induction arrangements.

The Principal is responsible for ensuring that all staff are provided with adequate information, instruction and training regarding their safety at work. A training needs analysis, as part of the performance management cycle, will be carried out from which a health and safety training plan will be developed and maintained to ensure health and safety training is effectively managed for all staff that 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. This is delivered to all new staff as a group as part of the Induction programme or to individuals when required.

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- Appropriate local training regarding risk assessments and safe working practices
- Updated training or dissemination of information following any significant health and safety change
- As part of the Induction process for all staff the Business Manager will ensure that Health and Safety is covered. This is formally recorded.
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals or as meets legal requirements.
- Appropriate annual courses as per Portswood's Health and Safety advisor.

Training records are held by the Business Manager 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 Portswood Primary School.

Staff must report to a member of SLT all such violent and aggressive incidents to ensure that there is 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 in writing.

## **Visitors**

All visitors must initially report to the main reception where they will be provided with welfare and 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 badge and will be accompanied to their destination and be appropriately supervised.

## **Work at Height**

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

The competent persons for work at height on the premises who has attended the external Ladder & Stepladder Safety half-day course is the Site Manager who is authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training.
- Provide step stool instructional training briefs to staff.

# **HISP Multi Academy Trust Portswood Primary School Health and Safety Policy**

- 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 trained personnel 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.
- Staff may only use leaning ladders if they have personally attended an appropriate Ladder & Stepladder Safety course run by an appropriate body which needs updating 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
- Students must never be asked to Work at Height.

## **Supervision**

Students are supervised in school from 8.45 until 3.30pm. There may be some rooms available from after 3.30pm, but these must be staffed. At break time and lunch time there are staff on duty as per the rota.

## **Student Welfare**

Is managed by Vice Principal (Inclusions) with responsibility for pastoral care, and is part of the pastoral system within the school.

## **Drugs and Alcohol**

Information is shown in related policies

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## **ICT**

There is a set of rules for students on the safe use of computers and other display screen equipment including the internet. This is managed by the IT Network Administrator.

## **Mobile Phones**

Any phone, I-pod or similar electronic device should not be brought into school. If a device is brought in it must be handed into the office and collected at the end of the day.

## **Open Days and Community Events**

The Open Day is held in July each year for prospective parents and is monitored by the whole school staff.

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## Appendix 1

Staff training and category's

<b>1 - General Risk Assessor (3yrs)</b>	<b>Renewal Date</b>
Anna Aldridge	
Nicola Newnham	
Jeavon Leonard	

<b>2 - COSHH Risk Assessor</b>	<b>Renewal Date</b>
Peter Wragg	
Nicola Newnham	
Jeavon Leonard	

<b>3 - Fire Risk Assessor (3yrs)</b>	<b>Renewal Date</b>
Tony Head	
Nicola Newnham	

<b>4 - Accident Investigator (3yrs)</b>	<b>Renewal Date</b>
Tony Head	
Ian Howie	

<b>5 - Asbestos Management (3yrs)</b>	<b>Renewal Date</b>
Peter Wragg	05/03/2024
Nicola Newnham	

<b>8 - Legionella Awareness (3yrs)</b>	<b>Renewal Date</b>
Peter Wragg	
Nicola Newnham	

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<b>12 - PAT (3 yrs)</b>	<b>Renewal Date</b>
Peter Wragg	

<b>13 - Fire Safety coordinator (3yrs)</b>	<b>Renewal Date</b>
Tony Head	

<b>15 - IOSH Safety Awareness for Facilities Managers (6yrs)</b>	<b>Renewal Date</b>
Peter Wragg	